



Cardinal Reports Catalog

HCM

VIRGINIA DEPARTMENT OF ACCOUNTS

Revised 10/25/2021



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Learning Materials and Resources

The **Human Capital Management (HCM) Reports Catalog** covers the four functional areas of **Benefits (BN)**, **Human Resources (HR)**, **Payroll (PY)**, and **Time & Attendance (TA)**. Each functional area contains queries and reports specific to that area.

Reports and queries are located in the functional area of this reports catalog based on their navigation path. For example, the **Employee SSN Verification** report has the navigation path: Navigator > Payroll for North America > US Annual Processing > Year End/New Year Preparation Pay Period Reports > Employee SSN Verification, and would be found in the Payroll section.

Note: Since reports and queries may be used by more than one functional area, if you do not find the report or query in your functional area, please use the **Find** feature (ctrl F) to search the entire **HCM Reports Catalog**, as the report or query may be located in a different functional area.

After reviewing this **HCM Reports Catalog**, if any additional information or guidance is needed, please refer to the following:

- **Cardinal SW NAV225 Cardinal Reporting (HCM):** This Web Based Training (WBT) course provides training and interactive demonstrations that cover the fundamentals of how to run or access reports and queries. This course is available in **Cardinal Learning** and on the **Cardinal Website**. The course provides:
 - Key concepts in Cardinal HCM reporting
 - How to navigate to the Query Viewer, how to search for and run an HCM query and how to access query results online or by download
 - How to run HCM reports and how to navigate to the Report Manager and view reports



Benefits Queries

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Benefit Audit Queries

V_OHB_AUDIT_DEP_ADR

V_OHB_AUDIT_DEP_MEDICARE

V_OHB_AUDIT_DEP_NAME

V_OHB_AUDIT_EVENTS

V_OHB_AUDIT_PAR_MEDICARE

V_OHB_AUDIT_QMCSO

REVISED: 09/15/2021

DESCRIPTION:

This audit query is used to investigate benefit changes and is identified by the user, date, and time of the change.

Note: This query is for Office of Health Benefits (OHB); however, due to query export size limitations, it is not for OHB Statewide use.

NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V_OHB_AUDIT_DEP_ADR

Navigator > Reporting Tools > Query > Query Viewer > V_OHB_AUDIT_DEP_MEDICARE

Navigator > Reporting Tools > Query > Query Viewer > V_OHB_AUDIT_DEP_NAME

Navigator > Reporting Tools > Query > Query Viewer > V_OHB_AUDIT_EVENTS

Navigator > Reporting Tools > Query > Query Viewer > V_OHB_AUDIT_PAR_MEDICARE

Navigator > Reporting Tools > Query > Query Viewer > V_OHB_AUDIT_QMCSO

INPUT / SEARCH CRITERIA:

Employee ID

From Date

To Date

OUTPUT FORMAT:

HTML

Excel

ADDITIONAL INFORMATION:

Employee ID, From Date and To Date fields are required fields.

Screenshot of the Dependent/Beneficiary Address Query

V_OHB_AUDIT_DEP_ADR - Dependent/Beneficiary Address

Employee ID

From Date11/01/2019

To Date12/31/2020

View Results

Download results in : Excel Spreadsheet CSV Text File XML File (2 kb)

View All

First1-3 of 3Last

Row	User ID	Date and Time Stamp	Action	Audit Record Name	Empl ID	Dependent/Beneficiary ID	Effective Date	Same Address as Employee	Country	Address Line 1	Address Line 2	Address Line 3	Address Line 4	City	Number 1	Number 2	House Type	Address Field 1	Address Field 2	Address Field 3	County	State	Postal Code	Tax Vendor Geographical Code	In City Limit	Address Type
1		06/26/2020 7:27:11PM	A	DEP_BEN_ADDR		03	01/01/1901	Y	USA																	HOME
2		06/26/2020 7:55:16PM	A	DEP_BEN_ADDR		01	01/01/1901	Y	USA																	HOME
3		06/26/2020 7:55:17PM	A	DEP_BEN_ADDR		02	01/01/1901	Y	USA																	HOME



Screenshot of the Dependent/Beneficiary Medicare Effective Date Query

V_OHB_AUDIT_DEP_MEDICARE - Dependent/Beneficiary Effdt

Employee ID:

From Date: 06/01/2021

To Date: 06/30/2021

Download results in: Excel Spreadsheet CSV Text File XML File (1 kb)

View All

First 1-1 of 1 Last

Row	User ID	Date and Time Stamp	Action	Audit Record Name	Empl ID	Dependent/Beneficiary ID	Effective Date	Medicare A Indicator	Medicare B Indicator	Medicare D Indicator	Medicare Number	Alternate Medicare Number	Medicare Reason A	Medicare Reason B	Medicare Reason D	HIPAA Medicare Elig Reason
1		06/02/2021 10:03:31AM	A	BN_DEPBEN_EFFDT		01	06/02/2021	Y	Y	N	123456789					

Screenshot of the Dependent/Beneficiary Name Query

V_OHB_AUDIT_DEP_NAME - Dependent/Beneficiary Name

Employee ID:

From Date: 01/01/2020

To Date: 12/31/2020

Download results in: Excel Spreadsheet CSV Text File XML File (5 kb)

View All

Row	User ID	Date and Time Stamp	Action	Audit Record Name	Empl ID	Dependent/Beneficiary ID	Effective Date	Format Using	Name	Name Initials	Name Prefix	Name Suffix	Name Royal Prefix	Name Royal Suffix	Title	Last Name	First Name	Last Name	First Name
1		06/26/2020 7:27:11PM	A	DEP_BEN_NAME		03	01/01/1901	001											
2		06/26/2020 7:55:16PM	A	DEP_BEN_NAME		01	01/01/1901	001											
3		06/26/2020 7:55:17PM	A	DEP_BEN_NAME		02	01/01/1901	001											

Screenshot of the Dependent/Beneficiary Name Query (scrolled right)

First 1-3 of 3 Last

Title	Last Name	First Name	Last Name	First Name	Middle Name	Second Last Name	Second Last Name	Alternate Character Name	Preferred First Name	Last Name Partner	Prefix Partner	Last Name Preference	Display Name	Formal Name	Entity Name	Tax ID	Document ID	Documentation Date
					R							1						
					R							1						
					A							1						

Screenshot of the Update Event Status Query

V_OHB_AUDIT_EVENTS - Update Event Status

Employee ID:

From Date: 06/01/2021

To Date: 06/30/2021

Download results in: Excel Spreadsheet CSV Text File XML File (1 kb)

View All

Row	User ID	Date and Time Stamp	Action	Audit Record Name	Empl ID	Schedule ID	Benefit Record Number	Event Identification	Address Effective Date	Empl Record	Job Effective Date	Job Effective Sequence	Benefit Program	Event Classification	Event Status	Process Status	Process Indicator	Address Eligibility Changed	MultiJob Indicator Changed	Job Eligibility Changed	Event Disconnected	Event Out of Sequence	Address Elig Changed Date
1		06/02/2021 10:20:19AM	C	BAS_PARTIC		EM00	0	1	11/10/2018	0	11/09/2019	0	SAL	BIR	O	PR	N	N	N	N	N		



Screenshot of the Update Event Status Query (scrolled right)

																									First 1-1 of 1 Last	
Event Out of Sequence	Address Elig Changed Date	MultiJob Effective Date	Job Elig Changed Date	Event Disconnect Date	Event Changed Date	Finalize/Apply Defaults	Excess Credit Rollover To	Election Source	Event Empl Record	Event Date	Effective Sequence of Event	Event Priority	Source of Action	Multi-Activity Indicator	Status Date	Date Notified of Options	Elections Received Date	Date Notified of Confirmation	Confirmation Received Date	Service Date	COBRA Action	Available through Self Service	Hire Date	Service Comp Date TSP	Print Option	Days to Print
N						N	F	N	0	06/01/2021	0	410	ME	N	06/02/2021					11/10/2018		Y			B	0

Screenshot of the Benefit Person Effective Date

V_OHB_AUDIT_PAR_MEDICARE - Benefit Person Effective Date

Employee ID:

From Date: 06/01/2021

To Date: 06/30/2021

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(1 kb\)](#)

View All

															First 1-1 of 1 Last		
Row	User ID	Date and Time Stamp	Action	Audit Record Name	Empl ID	Effective Date	Medicare A Indicator	Medicare B Indicator	Medicare D Indicator	Champus Indicator	Medicare Number	Alternate Medicare Number	Medicare Reason A	Medicare Reason B	Medicare Reason D	HIPAA Medicare Elig Reason	
1		06/02/2021 10:07:15AM	A	BN_PERSON_EFFDT		06/01/2021	Y	Y	N	N						0	

Screenshot of the Dependent/Beneficiary Rider

V_OHB_AUDIT_QMCSSO - Dependent/Beneficiary Rider

Employee ID:

From Date: 06/01/2021

To Date: 06/30/2021

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(1 kb\)](#)

View All

															First 1-1 of 1 Last		
Row	User ID	Date and Time Stamp	Action	Audit Record Name	Empl ID	Dependent/Beneficiary ID	Plan Type	Start Date	Effective Sequence	Status as of Effective Date	End Date	State	Court Order Number	Comment	Rider Type		
1		06/02/2021 10:28:48AM	A	DEPBEN_RIDER		04	10	06/01/2021	1	A	08/31/2023	VA		C			



COVA Health Plan Participants Query V_BN_COVA_HLTH_PARTC

REVISED: 09/15/2021

DESCRIPTION:

This query lists all employees enrolled in a health benefit plan as of a certain date. This report can be run for all carriers or for a specific carrier. The output can be used mailing labels for open enrollment.

Note: Due to query export size limitations, this query is not for OHB Statewide use.

NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V_BN_COVA_HLTH_PARTC

INPUT / SEARCH CRITERIA:

As Of Date

Business Unit (Blank for All)

Carrier (Blank for All)

OUTPUT FORMAT:

HTML

Excel

ADDITIONAL INFORMATION:

As Of Date field is a required field.

Screenshot of the COVA Health Plan Participants Query

V_BN_COVA_HLTH_PARTC - COVA Health Plan Partic Query

As Of Date03/31/2020

Business Unit (Blank for All)40300

Carrier (Blank for All)

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (290 kb)

View All

First 1-100 of 382Last

Row	Carrier	Business Unit	Company	Employee ID	Empl Rcd	Ben Rcd Nbr	Employee Name	Address 1	Address 2	Address 3	City	State	Zip Code	Benefit Plan	Coverage Code	Coverage Begin	Coverage End	Deductn Cd
1	Aetna Health Insurance Company	40300	GIF		0	0					RICHMOND	VA	23229-7026	CHA1	2	07/01/2019		CVAHAW
2	Aetna Health Insurance Company	40300	GIF		0	0					GUM SPRING	VA	23065-2236	CHA2	2	07/01/2019		CVAHAW
3	Aetna Health Insurance Company	40300	GIF		0	0					STAUNTON	VA	24401-1641	CHA1	4	07/01/2019		CVAHAW
4	Aetna Health Insurance Company	40300	GIF		0	0					GLEN ALLEN	VA	23059-1666	CHA	4	07/01/2019		CVAHAW
5	Aetna Health Insurance Company	40300	GIF		0	0					CHURCH ROAD	VA	23833-2906	CHA1	4	07/01/2019		CVAHAW
6	Aetna Health Insurance Company	40300	GIF		0	0					RUTHER GLEN	VA	22546-3834	CHA	4	07/01/2019		CVAHAW
7	Aetna Health Insurance Company	40300	GIF		0	0					MONROE	VA	24574-2902	CHA2	4	07/01/2019		CVAHAW
8	Aetna Health Insurance Company	40300	GIF		0	0					FREDERICKSBURG	VA	22407-2215	CHA	1	07/01/2019		CVAHAW



Data Sheet Status Query

V_BN_EMPL_DATA_SHEET_STATUS

REVISED: 09/15/2021

DESCRIPTION:

This query is used by OHB to monitor the status of The Local Choice (TLC) jurisdictions who have or have not completed and certified their Employer Data Sheet.

NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V_BN_EMPL_DATA_SHEET_STATUS

INPUT / SEARCH CRITERIA:

TLC Group (Blank for All)
As of Date

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

As of Date field is a required field.

Screenshot of the Data Sheet Status Query

V_BN_EMPL_DATA_SHEET_STATUS - Data Sheet Status Query					
TLC Group (Blank for All) <input type="text"/>					
As of Date 04/30/2021 <input type="text"/>					
View Results					
Download results in : Excel Spreadsheet CSV Text File XML File (103 kb)					
View All					
First 1-100 of 366 Last					
Row	TLC Grp Number	TLC Name	TLC Certifier	Status	Certification Date
1	04707400	Town Of Strasburg		NOT CERTIFIED	
2	04709000	Town Of Kenbridge		NOT CERTIFIED	
3	04709500	Town Of Gate City		NOT CERTIFIED	
4	04713000	Town Of Wakefield		NOT CERTIFIED	
5	04715600	Town Of Clintwood		NOT CERTIFIED	
6	04716100	Town Of Remington		NOT CERTIFIED	
7	04726600	Rockbridge County		NOT CERTIFIED	
8	04726700	Shenandoah County		NOT CERTIFIED	
9	04726800	Town Of Courtland		NOT CERTIFIED	
10	04727800	Town Of Iron Gate		NOT CERTIFIED	
11	04729000	Town Of Keysville		NOT CERTIFIED	
12	04729200	Town Of Haymarket		NOT CERTIFIED	
13	04734900	Town Of Saltville		NOT CERTIFIED	



Defaulted OE Elections Query

V_BN_OE_DEFLT_EE

REVISED: 09/15/2021

DESCRIPTION:

This query lists employees whose Open Enrollment (OE) health benefit plan defaults to a new plan if no action is taken because the old plan is no longer offered.

This query is used by agency Benefits Administrators.

NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V_BN_OE_DEFLT_EE

INPUT / SEARCH CRITERIA:

Schedule ID
COMMIT (checkbox)

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

During OE, run this query with the COMMIT checkbox unchecked. At the end of OE, run this query with the COMMIT checkbox checked.

Screenshot of the Defaulted OE Elections Query

V_BN_OE_DEFLT_EE - Defaulted OE Elections Query

Schedule ID

COMMIT

View Results

Download results in :

Excel Spreadsheet

CSV Text File

XML File

(5 kb)

View All

First 1-7 of 7

Last

Row	Employee ID	Empl Rcd	Name	Business Unit	Department	Address 1	Address 2	City	State	Postal	Phone Number	Email Address	Benefit Program	Old Benefit Plan	New Benefit Plan	Coverage Code	Time Date Stamp
1		0		35000	350			RICHMOND	VA	23222-3213			SAL	OH	CHA3	1	05/04/2021 2:44:47PM
2		0		10900	10900			MIDLOTHIAN	VA	23114-4550			SAL	OH	CHA3	4	05/04/2021 2:44:47PM
3		0		10900	10900			RICHMOND	VA	23225-1072			SAL	OH	CHA3	4	05/04/2021 2:44:47PM
4		0		85100	80100			FERRUM	VA	24088-3308			SAL	OH	CHA3	3	04/16/2021 4:36:18PM
5		0		10900	10900			HENRICO	VA	23231-6516			SAL	OH	CHA3	4	04/16/2021 4:36:18PM
6		0		35000	350			GLEN ALLEN	VA	23060-2267			SAL	OH	CHA3	1	05/04/2021 2:44:47PM
7		0		10900	10900			RICHMOND	VA	23220-3905			SAL	OH	CHA3	1	05/04/2021 2:44:47PM



Employee Benefit Data Query

V_BN_EMPL_BEN_DATA

REVISED: 09/15/2021

DESCRIPTION:

This query lists employee benefit enrollments as of a certain date with parameters to filter data for a specified population.

NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V_BN_EMPL_BEN_DATA

INPUT / SEARCH CRITERIA:

As Of Date
Business Unit
Department
Location

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

As Of Date field is a required field.

Screenshot of the Employee Benefit Data Query

V_BN_EMPL_BEN_DATA - Employee Benefit Data Query

As Of Date: 11/30/2020

Business Unit: 50100

Department:

Location:

View Results

Download results in: Excel Spreadsheet CSV Text File XML File (15361 kb)

View All

Row	Employee ID	Employee Record	Ben Record	Name	Birthdate	Address 1	Address 2	City	State	Postal	Phone Number	Email Type	Email Address	Sex	Disability	Medicare Entitled Date	Business Unit	Company	Location	Class	Benefit Program
1		0	0					SKIPWITH	VA	23968-0155		BUSN		M	N	11/01/2018	50100	DOT	CENTR	CLS	
2		0	0					FARMVILLE	VA	23901-2747		BUSN		M	N	09/01/2020	50100	DOT	CENTR	CLS	
3		0	0					RUSTBURG	VA	24588-2601		BUSN		M	N	02/01/2020	50100	DOT	CENTR	CLS	
4		0	0					RUSTBURG	VA	24588-2601		BUSN		M	N	02/01/2020	50100	DOT	CENTR	CLS	
5		0	0					WAYNESBORO	VA	22980-9131		BUSN		F	N	10/01/2019	50100	DOT	CENTR	CLS	
6		0	0					CLIFTON FORGE	VA	24422-3632		BUSN		M	N	09/01/2019	50100	DOT	CENTR	CLS	
7		0	0					CLIFTON FORGE	VA	24422-3632		BUSN		M	N	09/01/2019	50100	DOT	CENTR	CLS	
8		0	0					MECHANICSVILLE	VA	23116-3974		BUSN		M	N	06/01/2022	50100	DOT	CENTR	CLS	



Screenshot of the Employee Benefit Data Query (scrolled right)

Class	Benefit Program	Eligibility 1	Eligibility 2	Eligibility 3	Eligibility 4	Eligibility 5	Eligibility 6	Eligibility 7	Eligibility 8	Eligibility 9	Linked Employee ID	Coverage Begin Date	Coverage End Date	Coverage Election	Benefit Plan	Coverage Code	FSA Effective Date	FSA Coverage Begin Date	FSA Election Date	FSA Coverage End Date	FSA Plan	FSA Annual Pledge	FSA Deduction Override	FSA Beg
LS	VSN0000	501042000	Y				30501		12-24	SF-GB		07/01/2019		E	ACC5	1	07/01/2019	07/01/2019	08/04/2020			0.00	0.00	07/01/2019
LS	VSN0000	501032000	Y				30501		12-24	SF-GB		07/01/2019		E	ACC5	2	07/01/2019	07/01/2019	08/04/2020			0.00	0.00	07/01/2019
LS	VSN0000	501032000	Y				30501		12-24	SF-GB		09/01/2019		E	ACC5	2	07/01/2019	07/01/2019	08/04/2020			0.00	0.00	07/01/2019
LS	VSN0000	501032000	Y				30501		12-24	SF-GB		09/01/2019		E	ACC5	2	07/01/2019	07/01/2019	08/04/2020			0.00	0.00	06/30/2020
LS	VSN0000	501082000	Y				30501		12-24	SF-GB		07/01/2019		E	ACC2	1	07/01/2019	07/01/2019	08/04/2020			0.00	0.00	07/01/2019
LS	VSN0000	501022000	N				30501		12-24	SF-GB		07/01/2019		E	ACC5	2	07/01/2019	07/01/2019	08/04/2020			0.00	0.00	07/01/2019
LS	VSN0000	501022000	N				30501		12-24	SF-GB		07/01/2019		E	ACC5	2	07/01/2019	07/01/2019	08/04/2020			0.00	0.00	06/30/2020
LS	VSN0000	501062000	Y				30501		12-24	SF-GB		07/01/2019		E	ACC4	4	07/01/2019	07/01/2019	08/04/2020			0.00	0.00	07/01/2019

Screenshot of the Employee Benefit Data Query (continued scrolled right)

First 1-100 of 10172 Last																
FSA Deduction Override	Simple Benefit Begin Date	Simple Benefit Election	Simple Benefit Plan	Savings Effective Date	Savings Coverage Begin Date	Savings Election Date	Savings End Date	Savings Plan	Deduction Amount	Percent of Gross	Deduction Amt After-Tax	Percent of Gross After-Tax	Agency Use 1	Agency Use 2	Agency Use 3	
0.00	07/01/2019	W		11/25/2019	11/25/2019	07/14/2020		457P24	40.00	0.000	0.00	0.000				
0.00	07/01/2019	W		11/25/2019	11/25/2019	07/14/2020		457P24	50.00	0.000	0.00	0.000				
0.00	07/01/2019	W		11/25/2019	11/25/2019	07/14/2020		457P24	40.00	0.000	0.00	0.000				
0.00	06/30/2020	T		11/25/2019	11/25/2019	07/14/2020		457P24	40.00	0.000	0.00	0.000				
0.00	07/01/2019	W		11/25/2019	11/25/2019	07/14/2020		457P24	100.00	0.000	0.00	0.000				
0.00	07/01/2019	W		11/25/2019	11/25/2019	07/14/2020		457P24	100.00	0.000	0.00	0.000				
0.00	06/30/2020	T		11/25/2019	11/25/2019	07/14/2020		457P24	100.00	0.000	0.00	0.000				
0.00	07/01/2019	W		11/25/2019	11/25/2019	07/14/2020		457P24	125.00	0.000	0.00	0.000				



Employee Search - FSA Query V_FSA_BENEFITS

REVISED: 09/15/2021

DESCRIPTION:

This query lists Flexible Spending Account (FSA) enrollment data for a Company.

NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V_FSA_BENEFITS

INPUT / SEARCH CRITERIA:

Enter Company
(Optional) Elect or Waived

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

Company field is a required field.

Screenshot of the Employee Search - FSA Query

V_FSA_BENEFITS - Employee Search - FSA

Enter Company: RCB

(Optional) Elect or Waived:

View Results

Download results in:

Excel Spreadsheet

CSV Text File

XML File

(18 kb)

View All

First 1-38 of 38 Last

Row	ID	Empl Record	Ben Record	HR Status	Pay Status	Location	Reg/Temp	Full/Part	Co	Group	Elig Fld 1	Elig Fld 2	Elig Fld 3	Elig Fld 4	Elig Fld 5	Elig Fld 6	Elig Fld 7	Elig Fld 8	Elig Fld 9	Type	Empl Class	Comp Freq	Unit	Reg Region	Benefits System	CBR Evt ID	Plan Typ	Eff Date	Covg Bgn	Covg Elec	Elect Date	Plan	Empl Amt	Annl Pledg
1		0	0	A	A	CENTR	X	F	RCB	SM1	VSN0000	263001000	Y			30263	12-SF-24	GB	S	CLS	S		26300	USA	BA	0	60	07/01/2019	07/01/2019	W	08/04/2020		0.00	0.00
2		0	0	A	A	CENTR	X	F	RCB	SM1	VSN0000	263001000	Y			30263	12-SF-24	GB	S	CLS	S		26300	USA	BA	0	61	07/01/2019	07/01/2019	W	08/04/2020		0.00	0.00
3		0	0	A	A	CENTR	X	F	RCB	SM1	VSN0000	263001000	Y			30263	12-SF-24	GB	S	CLS	S		26300	USA	BA	0	60	07/01/2019	07/01/2019	E	08/04/2020	FLXMED	60.00	720.00
4		0	0	A	A	CENTR	X	F	RCB	SM1	VSN0000	263001000	Y			30263	12-SF-24	GB	S	CLS	S		26300	USA	BA	0	61	07/01/2019	07/01/2019	W	08/04/2020		0.00	0.00
5		0	0	A	A	CENTR	X	F	RCB	SM1	VSN0000	263001000	Y			30263	12-SF-24	GB	S	CLS	S		26300	USA	BA	0	60	07/01/2019	07/01/2019	W	08/04/2020		0.00	0.00
		0	0	A	A	CENTR	X	F	RCB	SM1	VSN0000	263001000	Y			30263	12-SF-24	GB	S	CLS	S		26300	USA	BA	0	61	07/01/2019	07/01/2019	W	08/04/2020		0.00	0.00
7		0	0	A	A	CENTR	X	F	RCB	SM1	VSY0000	263001000	Y			30263	12-SF-24	GB	S	CLS	S		26300	USA	BA	0	60	07/01/2019	07/01/2019	E	08/04/2020	FLXMED	80.00	960.00
8		0	0	A	A	CENTR	X	F	RCB	SM1	VSY0000	263001000	Y			30263	12-SF-24	GB	S	CLS	S		26300	USA	BA	0	61	07/01/2019	07/01/2019	W	08/04/2020		0.00	0.00
9		0	0	A	A	CENTR	X	F	RCB	SM1	VSN0000	263001000	Y			30263	12-SF-24	GB	S	CLS	S		26300	USA	BA	0	60	11/10/2019	11/09/2019	W	02/24/2021		0.00	0.00
10		0	0	A	A	CENTR	X	F	RCB	SM1	VSN0000	263001000	Y			30263	12-SF-24	GB	S	CLS	S		26300	USA	BA	0	61	11/10/2019	11/09/2019	W	02/24/2021		0.00	0.00
11		0	0	A	A	CENTR	X	F	RCB	SM1	VSN0000	263001000	Y			30263	12-SF-24	GB	S	CLS	S		26300	USA	BA	0	60	07/01/2019	07/01/2019	W	08/04/2020		0.00	0.00
12		0	0	A	A	CENTR	X	F	RCB	SM1	VSN0000	263001000	Y			30263	12-SF-24	GB	S	CLS	S		26300	USA	BA	0	61	07/01/2019	07/01/2019	W	08/04/2020		0.00	0.00
13		0	0	A	A	CENTR	X	F	RCB	SM1	VSN0000	263001000	Y			30263	12-SF-24	GB	S	CLS	S		26300	USA	BA	0	60	07/01/2019	07/01/2019	W	08/04/2020		0.00	0.00
14	26895000	0	0	A	A	CENTR	X	F	RCB	SM1	VSN0000	263001000	Y			30263	12-SF-24	GB	S	CLS	S		26300	USA	BA	0	60	07/01/2019	07/01/2019	W	08/04/2020		0.00	0.00



Events Closing Date Query (RBN296)

V_BN_EVNT_NEAR_CLSDT

REVISED: 09/15/2021

DESCRIPTION:

This query lists events on the Benefits Administration System (BAS) Activity Table that are within 15 days of the closing date defined by event rules.

NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V_BN_EVNT_NEAR_CLSDT

INPUT / SEARCH CRITERIA:

Schedule ID

OUTPUT FORMAT:

HTML

Excel

ADDITIONAL INFORMATION:

This query has no required fields.

Screenshot of the Events Closing Date Query

V_BN_EVNT_NEAR_CLSDT - RBN296 - Events Closing Date									
Sched ID <input type="text"/>									
View Results									
Download results in: Excel Spreadsheet CSV Text File XML File (3223 kb)									
View All									
First 1-100 of 9593 Last									
Row	Employee ID	Name	Business Unit	Company	Email Type	Email	Event Type	Event Date	Enrollment Days Allowed
1	00271365200	BAKER,DEBORAH R	LOCAL	A01	BUSN	noemail@virginia.gov	JOB	12/29/2020	45
2	00296461200	ANDERSON,THERESA A	LOCAL	A01	BUSN	noemail@virginia.gov	JOB	12/29/2020	45
3	00370100100	HOUNSHELL,MARSHA M	LOCAL	A01	BUSN	noemail@virginia.gov	JOB	12/29/2020	45
4	00455924100	BAKER,CYNTHIA L	LOCAL	A01	BUSN	noemail@virginia.gov	JOB	12/29/2020	45
5	00478146600	ROGERS,MELISSA A	LOCAL	A01	BUSN	noemail@virginia.gov	JOB	12/29/2020	45
6	00490216600	LAWSON,COURTNIE L	LOCAL	A01	BUSN	noemail@virginia.gov	JOB	12/29/2020	45
7	00493310200	FLANARY,KRISTI R	LOCAL	A01	BUSN	noemail@virginia.gov	JOB	12/29/2020	45
8	00536362700	RUTHERFORD,LISA B	LOCAL	A01	BUSN	noemail@virginia.gov	JOB	12/29/2020	45
9	00536783900	ROBERTS,MARY A	LOCAL	A01	BUSN	noemail@virginia.gov	JOB	12/29/2020	45
10	00537063200	YOUNG,MONA L	LOCAL	A01	BUSN	noemail@virginia.gov	JOB	12/29/2020	45
11	00537305000	FORTNER,ROSS P	LOCAL	A01	BUSN	noemail@virginia.gov	JOB	12/29/2020	45
12	00538547700	CRABTREE,CINDY	LOCAL	A01	BUSN	noemail@virginia.gov	JOB	12/29/2020	45
13	00539022900	BAILEY,DEBRA K	LOCAL	A01	BUSN	noemail@virginia.gov	JOB	12/29/2020	45
14	00539176300	BAILEY,CAROLAN L	LOCAL	A01	BUSN	noemail@virginia.gov	JOB	12/29/2020	45



FSA and Admin Fee Errors- Balance Audit Query V_BN_HMO_PYMNT_DETAIL

REVISED: 09/15/2021

DESCRIPTION:

This is one of two queries used to identify the employees that may have an error with their Flexible Spending Account (FSA) plan enrollment and/or their FSA Admin Fee.

NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V_BN_FSA_ADMINFEE_BAL_AUDIT

INPUT / SEARCH CRITERIA:

Year
Period

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

Year and Period fields are required fields.

Screenshot of the FSA Account and Admin Fee Errors - Balance Audit Query

V_BN_FSA_ADMINFEE_BAL_AUDIT - FSA and Admin Fee Errors

Year2020

Period12

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (7 kb)

View All

First 1-16 of 16 Last

Row	Employee ID	Employee Record	Employee Name	Company	Pay Group	Descr	HR Status	Payroll Status	Admin Fee Effdt	Admin Fee Election	Admin Fee Benefit Plan	Admin Fee Mthly Bal	Email Type	Elig Fld 8	Email
1		0		ABC	SM1	Store 250	A	A	07/01/2019	E	FLXFEE	2.10	BUSN	10-20	
2		0		ABC	SM1	Store 118	A	A	07/01/2019	E	FLXFEE	2.10	BUSN	09-18	
3		1		CCA	SM1	CHILD & ADOL SVCS (GEN)	A	A	11/01/2019	E	FLXFEE	2.10	BUSN		
4		1		DEM	SM1	Business Systems & Analytics	A	A	07/01/2019	E	FLXFEE	2.10	BUSN		
5		0		DEM	SM1	Situation Awareness Unit	A	A	07/01/2019	E	FLXFEE	2.10	BUSN		
6		1		DGS	SM1	Central Procurement	A	A	07/01/2019	E	FLXFEE	2.10	BUSN		
7		0		DGS	SM1	Human Resources	A	A	10/25/2019	E	FLXFEE	0.00	BUSN	12-24	
8		1		NSU	SM1	Facilities Mgmt	A	A	07/01/2019	E	FLXFEE	2.10	BUSN		
9		1		SOV	WK1	Clerk's Administration	A	A	07/01/2019	E	FLXFEE	2.10	BUSN		
10		0		UMW	SM1	Art and Art History	A	A	11/25/2019	E	FLXFEE	0.00	BUSN	12-24	
11		0		UMW	SM1	Art and Art History	A	A	10/25/2019	E	FLXFEE	2.10	BUSN		
12		0		UMW	SM1	Art and Art History	A	A	04/01/2020	E	FLXFEE	0.00	BUSN	12-24	
13		0		UMW	SM1	Art and Art History	A	L	11/25/2019	E	FLXFEE	0.00	BUSN	12-24	
14		0		UMW	SM1	Art and Art History	A	A	11/25/2019	E	FLXFEE	0.00	BUSN	12-24	
15		0		UMW	SM1	Art and Art History	A	A	11/25/2019	E	FLXFEE	0.00	BUSN	12-24	
16		0		UMW	SM1	Art and Art History	A	A	12/01/2019	E	FLXFEE	0.00	BUSN	12-24	



FSA and Admin Fee Errors- Enroll Audit Query

V_BN_FSA_ADMINFEE_ENROLL_AUDIT

REVISED: 09/15/2021

DESCRIPTION:

This is one of two queries used to identify the employees that may have an error with their Flexible Spending Account (FSA) plan enrollment and/or their FSA Administrative Fee.

NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V_BN_FSA_ADMINFEE_ENROLL_AUDIT

INPUT / SEARCH CRITERIA:

Effective Date

OUTPUT FORMAT:

HTML

Excel

ADDITIONAL INFORMATION:

Effective Date field is a required field.

Screenshot of the FSA and Admin Fee Errors -Enroll Audit Query

V_BN_FSA_ADMINFEE_ENROLL_AUDIT - FSA and Admin Fee Errors

Effective Date: 04/30/2020

View Results

Download results in : Excel Spreadsheet CSV Text File XML File (14 kb)

View All

First 1-29 of 29 Last

Row	Employee ID	Employee Record	Employee Name	Company	Pay Group	HR Status	Dept Descr	HCARE Effdt	HCARE Election	HCARE Benefit Plan	DCARE Effdt	DCARE Election	DCARE Benefit Plan	Admin Fee Effdt	Admin Fee Election	Admin Fee Benefit Plan	Email Type	Email
1		0		ABC	SM1	A	Store 356	07/01/2019	W					07/01/2019	E	FLXFEE	BUSN	
2		0		ABC	SM1	A	Store 356				07/01/2019	W		07/01/2019	E	FLXFEE	BUSN	
3		0		DMA	SM1	A	Fort Pickett DPW	07/01/2019	E	FLXMED				11/10/2019	W		BUSN	
4		0		DOA	SM1	A	Payroll Service Bureau	07/01/2019	E	FLXMED							BUSN	
5		0		DOA	SM1	A	Payroll Service Bureau				07/01/2019	E	FLXDCR				BUSN	
6		0		JMU	MNP	A	James Madison University	07/01/2019	W					07/01/2019	E	FLXFEE	BUSN	
7		0		JSR	SM1	A	Summary Department	07/01/2019	W					07/01/2019	E	FLXFEE	BUSN	
8		0		JSR	SM1	A	Summary Department				07/01/2019	W		07/01/2019	E	FLXFEE	BUSN	
9		0		ODU	MNP	A	Old Dominion University	07/01/2019	E	FLXMED				07/01/2019	W		BUSN	
10		0		SCC	SM1	A	Securities/Retail Franchising	07/01/2019	W					07/01/2019	E	FLXFEE	BUSN	
11		0		SCC	SM1	A	Securities/Retail Franchising				07/01/2019	W		07/01/2019	E	FLXFEE	BUSN	
12		0		SOV	SM1	A	Clerk's Administration	07/01/2019	W					07/01/2019	E	FLXFEE	BUSN	
13		0		SOV	SM1	A	Clerk's Administration				07/01/2019	W		07/01/2019	E	FLXFEE	BUSN	
14		0		JMW			Library	07/01/2019	W					07/01/2019	E	FLXFEE	BUSN	



HMO Payment Query V_BN_HMO_PYMNT_DETAIL

REVISED: 09/15/2021

DESCRIPTION:

This query lists all current month enrollments and premium amounts by Health Maintenance Organization (HMO) supplier and billing method. The query includes retroactive changes that affect previously paid amounts.

NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V_BN_HMO_PYMNT_DETAIL

INPUT / SEARCH CRITERIA:

Vendor
Billing Month

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

Vendor and Billing Month fields are required fields.

Screenshot of the HMO Payment Query

V_BN_HMO_PYMNT_DETAIL - HMO Payment Query

VendorKAISER

Billing Month04/01/2020

View Results

Download results in : Excel Spreadsheet CSV Text File XML File (925 kb)

View All

First 1-100 of 1739

Last

Row	Vendor	Plan	Agency	Subgroup	SSN	Line	Employee ID	Employee Record	Last Name	First Name	MI	Age	Gender	Billing Code	Covers Month	Premium	Reason	BA Status	Coverage Type	Coverage Month
1	KAISER	KP	005	00		1		0			Nyein	64	M	Direct Bill	04/01/2020	1766.00000	Current Month Premium	RR-DB	4	04/01/2020
2	KAISER	KP	005	00		1		0			W	60	M	Direct Bill	04/01/2020	659.00000	Current Month Premium	RD-DB	1	04/01/2020
3	KAISER	KP	005	00		1		0				62	F	Direct Bill	04/01/2020	659.00000	Current Month Premium	SS-DB	1	04/01/2020
4	KAISER	KP	006	10		1		0			L	58	F	Direct Bill	04/01/2020	1212.00000	Current Month Premium	RC-PP	3	04/01/2020
5	KAISER	KP	005	00		1		0			M	63	M	Group Bill	04/01/2020	659.00000	Current Month Premium	RR-GB	1	04/01/2020
6	KAISER	KP	182	00		1		0			E	69	M	Group Bill	04/01/2020	1212.00000	Current Month Premium	SF-GB	2	04/01/2020
7	KAISER	KP	005	00		1		0				64	F	Group Bill	04/01/2020	1212.00000	Current Month Premium	RR-GB	2	04/01/2020
8	KAISER	KP	280	00		1		0			P	78	F	Group Bill	04/01/2020	659.00000	Current Month Premium	SF-GB	1	04/01/2020
9	KAISER	KP	280	00		1		0			H	72	M	Group Bill	04/01/2020	1212.00000	Current Month Premium	SF-GB	2	04/01/2020
10	KAISER	KP	156	00		1		0			M	58	F	Group Bill	04/01/2020	659.00000	Current Month Premium	SF-GB	1	04/01/2020
11	KAISER	KP	005	00		1		0				64	F	Group Bill	04/01/2020	659.00000	Current Month Premium	RR-GB	1	04/01/2020
12	KAISER	KP	707	01		1		0			F	65	F	Group Bill	04/01/2020	659.00000	Current Month Premium	SF-GB	1	04/01/2020
13	KAISER	KP	262	00		1		0			M	66	F	Group Bill	04/01/2020	659.00000	Current Month Premium	SF-GB	1	04/01/2020



Missing ACA Certification Query V_BN_MISSING_ACA_CERT

REVISED: 09/15/2021

DESCRIPTION:

This query lists agencies who have not completed their Affordable Care Act (ACA) Certification in Cardinal. Report used by OHB during the ACA Certification period (December - January).

NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V_BN_MISSING_ACA_CERT

INPUT / SEARCH CRITERIA:

(none)

OUTPUT FORMAT:

HTML

Excel

ADDITIONAL INFORMATION:

This query has no required fields and runs automatically after selecting the type of query.

Screenshot of the Missing ACA Certification Query

V_BN_MISSING_ACA_CERT- Missing ACA Cert Query						
Download results in : Excel Spreadsheet CSV Text File XML File (226 kb)						
View All		First 1-100 of 621 Last				
Row	ALE Member	Company Name	Contact Name	Phone Number	Email Address	
1	A01	Lee County - DSS				
2	A02	King William County - County				
3	A03	King William County - DSS				
4	A04	Amherst Co Service Auth				
5	A05	Woodstock, Town Of				
6	A06	New Kent County				
7	A07	King George County				
8	A08	Farmville, Town Of				
9	A09	Hampton Roads - PDC				
10	A10	Sussex County				
11	A11	Brunswick County - County				
12	A12	Brunswick County - DSS				
13	A13	Brunswick County - Library				



QMCSCO Participants Query V_BN_PARTIC_QMCSCO

REVISED: 09/15/2021

DESCRIPTION:

This query lists any employee with an active Qualified Medical Child Support Order (QMSCO) court order/rider on the dependent record and reflects information used to confirm enrollment in court-ordered coverage.

NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V_BN_PARTIC_QMCSCO

INPUT / SEARCH CRITERIA:

(none)

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

This query has no required fields and runs automatically after selecting the type of query.

Screenshot of the QMCSCO Participants Query

V_BN_PARTIC_QMCSCO- Query of QMCSCO Participants

Download results in : Excel Spreadsheet CSV Text File XML File (4 kb)

View All

First 1-7 of 7 Last

Row	Business Unit	Company	Department ID	Employee ID	Employee Name	Email Type	Employee Email	Dependent Name	Plan Type	Effect Status	Start Date	End Date	Court Order Number	State	Dependent Birth Date
1	99900	ABC	410806			BUSN			10	Active	12/01/2020	12/31/2021	678YIQ998P	VA	
2	18100	DLI	18100			BUSN			10	Active	02/01/2021	02/01/2022	123456		
3	12300	DMA	FACILITIES			BUSN			10	Active	01/01/2021	12/31/2021	A00987554	VA	
4	12300	DMA	CHALLENGE			BUSN			10	Active	10/01/2020		COURT_ORDER_NUMBER		
5	50100	DOT	15021			BUSN			10	Active	11/10/2021	01/22/2038	VA-JAN-2021-123456789	VA	
6	21500	UMW	402000			BUSN			10	Active	08/01/2020	09/01/2021	3247879	VA	
7	21500	UMW	203101			BUSN			10	Active	08/04/2020	08/04/2021	QMCSD1	VA	



TLC Data Queries

V_BA_CONTACT

V_BA_CNTCT_ADDR

V_TLC_CONTACT

V_TLC_EE_CLASS

V_TLC_GRP_DEPT

V_TLC_GRP_PLAN

V_TLC_GRP_PROF

V_TLC_HC_RATES

REVISED: 09/15/2021

DESCRIPTION:

Eight queries provide the OHB a means to extract the data in Cardinal and load it to a tool to perform data mining, statistical reporting, and program planning.

These queries will be used by OHB only.

NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V_BA_CONTACT

Navigator > Reporting Tools > Query > Query Viewer > V_BA_CNTCT_ADDR

Navigator > Reporting Tools > Query > Query Viewer > V_TLC_CONTACT

Navigator > Reporting Tools > Query > Query Viewer > V_TLC_EE_CLASS

Navigator > Reporting Tools > Query > Query Viewer > V_TLC_GRP_DEPT

Navigator > Reporting Tools > Query > Query Viewer > V_TLC_GRP_PLANTLC

Navigator > Reporting Tools > Query > Query Viewer > V_TLC_GRP_PROF

Navigator > Reporting Tools > Query > Query Viewer > V_TLC_HC_RATES

INPUT / SEARCH CRITERIA:

From Date

To Date

OUTPUT FORMAT:

HTML

Excel

ADDITIONAL INFORMATION:

From Date and **To Date** fields are required fields.



Screenshot of the V_BA_Contact Query

V_BA_CONTACT - V_BA_CONTACT Query

From Date: 01/01/1901 To Date: 07/01/2019 View Results

Download results in: Excel Spreadsheet CSV Text File XML File (21 kb)

View All First 1-100 of 375 Last

Row	Unit	Group ID	Eff Date
1	70600	706005000	01/01/1901
2	70600	706006000	01/01/1901
3	70600	706007000	01/01/1901
4	70600	706010000	01/01/1901
5	70600	706011000	01/01/1901
6	70600	706012000	01/01/1901
7	70600	706013000	01/01/1901
8	70700	707001000	01/01/1901
9	70700	707002000	01/01/1901
10	70700	707003000	01/01/1901
11	70700	707004000	01/01/1901
12	70700	707005000	01/01/1901
13	70700	707007000	01/01/1901

Screenshot of the V_BA_Contact_Address Query

V_BA_CNTCT_ADDR - V_BA_CNTCT_ADDR Query

From Date: 01/01/1901 To Date: 07/01/2019 View Results

Download results in: Excel Spreadsheet CSV Text File XML File (1551 kb)

View All First 1-100 of 1500 Last

Row	Unit	Group ID	Eff Date	Contact Type	ID	Name	Email ID	Phone	Address 1	Address 2	City	State	Postal	Address1	Address2	City	State	Postal
1	73300	733001000	01/01/1901	BA								VA	23891			WAVERLY	VA	23891
2	73300	733001000	01/01/1901	BE								VA	23891			WAVERLY	VA	23891
3	73300	733001000	01/01/1901	BIA								VA	23891			WAVERLY	VA	23891
4	60100	601006000	01/01/1901	BE								VA	22302			ALEXANDRIA	VA	22302
5	60100	601006000	01/01/1901	BIA								VA	22302			ALEXANDRIA	VA	22302
6	60100	601006000	01/01/1901	BIE								VA	22302			ALEXANDRIA	VA	22302
7	60100	601008000	01/01/1901	BA								VA	23219			RICHMOND	VA	23219

Screenshot of the V_TLC_Contact Query

V_TLC_CONTACT - V_TLC_CONTACT Query

From Date: 01/01/1901 To Date: 07/01/2019 View Results

Download results in: Excel Spreadsheet CSV Text File XML File (1874 kb)

View All First 1-100 of 1768 Last

Row	Unit	TLC Group	Eff Date	Sequence	Dept ID	Contact Type	ID	Name	Email ID	Phone	Address 1	Address 2	City	State	Postal	Address1	Address2	City	State	Postal
1	LOCAL	04820400	01/01/1901	1	048204000	BA							WEST POINT	VA	23181			WEST POINT	VA	23181
2	LOCAL	04743400	01/01/1901	1	047434000	BIE							LUNENBURG	VA	23952			LUNENBURG	VA	23952
3	LOCAL	04743400	01/01/1901	1	047434001	BA							LUNENBURG	VA	23952			LUNENBURG	VA	23952
4	LOCAL	04743400	01/01/1901	1	047434001	BE							LUNENBURG	VA	23952			LUNENBURG	VA	23952
5	LOCAL	04743400	01/01/1901	1	047434001	BIA							LUNENBURG	VA	23952			LUNENBURG	VA	23952
6	LOCAL	04743400	01/01/1901	1	047434001	BIE							LUNENBURG	VA	23952			LUNENBURG	VA	23952



Screenshot of the V_TLC_EE_Class Query (Employee)

V_TLC_EE_CLASS - V_TLC_EE_CLASS Query

From Date: 01/01/1901 To Date: 07/01/2019

View Results

Download results in: Excel Spreadsheet CSV Text File XML File (303 kb)

View All

First 1-100 of 2975 Last

Row	Unit	TLC Group	Eff Date	Sequence	Dept ID	Empl Classif	Billing Method
1	LOCAL	04727400	01/01/1901		1 047274000	FT	GB
2	LOCAL	04727400	01/01/1901		1 047274000	MR	DB
3	LOCAL	04727400	01/01/1901		1 047274000	SCR	DB
4	LOCAL	04727400	01/01/1901		1 047274000	SCRM	DB
5	LOCAL	04727500	01/01/1901		1 047275000	CBD	DB
6	LOCAL	04727500	01/01/1901		1 047275000	CBR	DB
7	LOCAL	04727500	01/01/1901		1 047275000	ER	DB
8	LOCAL	04727500	01/01/1901		1 047275000	FT	GB
9	LOCAL	04727500	01/01/1901		1 047275000	FTEO	GB
10	LOCAL	04727500	01/01/1901		1 047275000	MR	DB
11	LOCAL	04727500	01/01/1901		1 047275000	RSM	DB
12	LOCAL	04727500	01/01/1901		1 047275000	RSNM	DB
13	LOCAL	04727500	01/01/1901		1 047275000	SCR	DB

Screenshot of the V_TLC_Group_Department Query

V_TLC_GRP_DEPT - V_TLC_GRP_DEPT Query

From Date: 01/01/1901 To Date: 07/01/2019

View Results

Download results in: Excel Spreadsheet CSV Text File XML File (57 kb)

View All

First 1-100 of 442 Last

Row	Unit	TLC Group	Eff Date	Sequence	Dept ID	Primary	OE Begin Date	OE End Date
1	LOCAL	04742600	01/01/1901		1 047426004	N	04/11/2019	05/07/2019
2	LOCAL	04742700	01/01/1901		1 047427000	Y	05/06/2019	05/10/2019
3	LOCAL	04742800	01/01/1901		1 047428000	Y	04/15/2019	05/06/2019
4	LOCAL	04742800	01/01/1901		1 047428001	N	04/15/2019	05/06/2019
5	LOCAL	04742800	01/01/1901		1 047428002	N	04/15/2019	05/06/2019
6	LOCAL	04742800	01/01/1901		1 047428003	N	04/15/2019	05/06/2019
7	LOCAL	04742800	01/01/1901		1 047428004	N	04/15/2019	05/06/2019
8	LOCAL	04742900	01/01/1901		1 047429000	Y	04/01/2019	04/30/2019
9	LOCAL	04743100	01/01/1901		1 047431000	Y	04/15/2019	05/14/2019
10	LOCAL	04743200	01/01/1901		1 047432000	Y	05/03/2019	05/15/2019
11	LOCAL	04743300	01/01/1901		1 047433000	Y	04/01/2019	04/28/2019
12	LOCAL	04743400	01/01/1901		1 047434000	Y	04/28/2019	05/06/2019
13	LOCAL	04743400	01/01/1901		1 047434001	N	04/28/2019	05/06/2019

Screenshot of the V_TLC_Group_Plan Query

V_TLC_GRP_PLAN - V_TLC_GRP_PLAN Query

From Date: 01/01/1901 To Date: 07/01/2019

View Results

Download results in: Excel Spreadsheet CSV Text File XML File (785 kb)

View All

First 1-100 of 10614 Last

Row	Unit	TLC Group	Eff Date	Sequence	Plan
1	LOCAL	04701000	01/01/1901		1 009P02
2	LOCAL	04701000	01/01/1901		1 009P03
3	LOCAL	04701000	01/01/1901		1 009P04
4	LOCAL	04701000	01/01/1901		1 009P05
5	LOCAL	04701000	01/01/1901		1 009P06
6	LOCAL	04701000	01/01/1901		1 009P07
7	LOCAL	04701000	01/01/1901		1 009P08
8	LOCAL	04701000	01/01/1901		1 009P09
9	LOCAL	04701000	01/01/1901		1 009P10
10	LOCAL	04701000	01/01/1901		1 009P11
11	LOCAL	04701000	01/01/1901		1 009P12
12	LOCAL	04701000	01/01/1901		1 009P13
13	LOCAL	04701300	01/01/1901		1 011F01



Screenshot of the V_TLC_Group_Prof Query

V_TLC_GRP_PROF - V_TLC_GRP_PROF Query

From Date: 01/01/1901 To Date: 07/01/2019

[View Results](#)

Download results in: Excel Spreadsheet CSV Text File XML File (170 kb)

[View All](#) First 1-100 of 366 Last

Row	Unit	TLC Group	Eff Date	Sequence	Status	Group Type	Group Descr	Renewal Period	Wait Prd Days	Prem Avg Used?	Ben Progm	Total Emp Enrol	Total Emp Waive	Employer Contri	Certified	Certifier Name	CertificationDt	by	Last Upd DtTm
1	LOCAL	04707400	01/01/1901	1	A	G	Town Of Strasburg	J	0	N	069	60	0	N					
2	LOCAL	04709000	01/01/1901	1	A	G	Town Of Kenbridge	J	0	N	080	16	0	N					
3	LOCAL	04709500	01/01/1901	1	A	G	Town Of Gate City	J	0	N	085	16	0	N					
4	LOCAL	04713000	01/01/1901	1	A	G	Town Of Wakefield	J	60	N	104	4	0	N					
5	LOCAL	04715600	01/01/1901	1	A	G	Town Of Clintwood	J	0	N	117	14	0	N					
6	LOCAL	04716100	01/01/1901	1	A	G	Town Of Remington	J	0	N	119	5	0	N					
7	LOCAL	04726600	01/01/1901	1	A	G	Rockbridge County	J	15	N	222	178	0	N					
8	LOCAL	04726700	01/01/1901	1	A	G	Shenandoah County	J	0	N	223	326	0	N					
9	LOCAL	04726800	01/01/1901	1	A	G	Town Of Courtland	J	0	N	224	2	0	N					
10	LOCAL	04727800	01/01/1901	1	A	G	Town Of Iron Gate	J	0	N	234	3	0	N					
11	LOCAL	04729000	01/01/1901	1	A	G	Town Of Keysville	J	60	N	244	4	0	N					
12	LOCAL	04729200	01/01/1901	1	A	G	Town Of Haymarket	J	0	N	246	9	0	N					
13	LOCAL	04734900	01/01/1901	1	A	G	Town Of Saltville	J	0	N	288	16	0	N					

Screenshot of the V_TLC_HC_Rates Query (Health Care)

V_TLC_HC_RATES - V_TLC_HC_RATES Query

From Date: 01/01/1901 To Date: 07/01/2019

[View Results](#)

Download results in: Excel Spreadsheet CSV Text File XML File (9544 kb)

[View All](#) First 1-100 of 47722 Last

Row	Unit	TLC Group	Eff Date	Sequence	Dept ID	Plan	Coverage Type	Employee Rate	Employer Rate	Total Rate
1	LOCAL	04817600	01/01/1901	1	048176000	133F13	4	763.60	1145.40	1909.00
2	LOCAL	04817600	01/01/1901	1	048176000	133F15	1	0.00	0.00	0.00
3	LOCAL	04817600	01/01/1901	1	048176000	133F16	1	80.40	120.60	201.00
4	LOCAL	04817600	01/01/1901	1	048176000	133F17	1	0.00	0.00	0.00
5	LOCAL	04817600	01/01/1901	1	048176000	133P01	1	335.60	503.40	839.00
6	LOCAL	04817600	01/01/1901	1	048176000	133P01	2	620.80	931.20	1552.00
7	LOCAL	04817600	01/01/1901	1	048176000	133P01	3	620.80	931.20	1552.00
8	LOCAL	04817600	01/01/1901	1	048176000	133P01	4	906.00	1359.00	2265.00
9	LOCAL	04817600	01/01/1901	1	048176000	133P02	1	329.20	493.80	823.00
10	LOCAL	04817600	01/01/1901	1	048176000	133P02	2	609.02	913.53	1522.55
11	LOCAL	04817600	01/01/1901	1	048176000	133P02	3	609.02	913.53	1522.55
12	LOCAL	04817600	01/01/1901	1	048176000	133P02	4	888.84	1333.26	2222.10
13	LOCAL	04817600	01/01/1901	1	048176000	133P03	1	314.00	471.00	785.00



TLC Employer Data Sheet Queries

V_TLC_BEN_DEFN_COST

V_TLC_BEN_DEFN_OPTN

V_TLC_BEN_DEFN_PGM

V_TLC_BEN_DEFN_PLAN

V_TLC_BN_RATE_DATA

V_BN_ENROLL_DAYS

REVISED: 09/15/2021

DESCRIPTION:

Six queries used by OHB to collect the TLC-entered employer health benefit offerings in order to update benefit plans, rates, and other configuration tables.

NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V_TLC_BEN_DEFN_COST

Navigator > Reporting Tools > Query > Query Viewer > V_TLC_BEN_DEFN_OPTN

Navigator > Reporting Tools > Query > Query Viewer > V_TLC_BEN_DEFN_PGM

Navigator > Reporting Tools > Query > Query Viewer > V_TLC_BEN_DEFN_PLAN

Navigator > Reporting Tools > Query > Query Viewer > V_TLC_BN_RATE_DATA

Navigator > Reporting Tools > Query > Query Viewer > V_BN_ENROLL_DAYS

INPUT / SEARCH CRITERIA:

As of Date

OUTPUT FORMAT:

HTML

Excel

ADDITIONAL INFORMATION:

As of Date fields is a required field.

Screenshot of the TLC Query 4 – Ben Defn Cost

V_TLC_BEN_DEFN_COST - TLC Query 4											
ASOFDATE 12/31/2019											
View Results											
Download results in : Excel Spreadsheet CSV Text File XML File (4293 kb)											
View All											
First 1-100 of 42090 Last											
Row	Ben Progm	Effdt	Plan Typ	Option ID	Cost ID	Cost Type	Earn Code	Rate Type	Rate ID	Calc TblID	
1	037	12/31/2019	10		3	1 P		7	037	PSX	
2	037	12/31/2019	10		4	2 P		7	037	PSX	
3	037	12/31/2019	10		5	3 P		7	037	PSX	
4	037	12/31/2019	10		6	4 P		7	037	PSX	
5	037	12/31/2019	10		7	5 P		7	037	PSX	
6	037	12/31/2019	10		8	6 P		7	037	PSX	
7	037	12/31/2019	10		9	7 P		7	037	PSX	
8	037	12/31/2019	10		10	8 P		7	037	PSX	
9	037	12/31/2019	10		11	9 P		7	037	PSX	
10	037	12/31/2019	10		12	10 P		7	037	PSX	
11	037	12/31/2019	10		13	11 P		7	037	PSX	
12	037	12/31/2019	10		14	12 P		7	037	PSX	
13	037	12/31/2019	10		15	13 P		7	037	PSX	



Screenshot of the TLC Query 3 – Ben Defn Optn

V_TLC_BEN_DEFN_OPTN - TLC Query 3

ASOFDATE: 03/31/2020

View Results

Download results in: Excel Spreadsheet CSV Text File XML File (15360 kb)

View All

First 1-100 of 85333 Last

Row	Ben Progrm	Effdt	Plan Typ	Option ID	DispOptSeq	Opt Type	Plan	Covg Cd	OptionCd	Opt Level	Deductn Cd	Dflt Opt	ELIG_RULE_ID	Locn TblID	XPTYPE	XPlan	XLimPct	XDep
1	009	03/31/2020	10	93	92	O	009P08	4	91		1	TLCMED	N	009P			0.00	
2	009	03/31/2020	10	93	92	O	009P08	4	91		1	TLCMED	N	009P			0.00	
3	009	03/31/2020	10	93	92	O	009P08	4	91		1	TLCMED	N	009P			0.00	
4	009	03/31/2020	10	93	92	O	009P08	4	91		1	TLCMED	N	009P			0.00	
5	009	03/31/2020	10	94	93	O	009P09	1	92		1	TLCMED	N	009P			0.00	
6	009	03/31/2020	10	94	93	O	009P09	1	92		1	TLCMED	N	009P			0.00	
7	009	03/31/2020	10	94	93	O	009P09	1	92		1	TLCMED	N	009P			0.00	
8	009	03/31/2020	10	94	93	O	009P09	1	92		1	TLCMED	N	009P			0.00	
9	009	03/31/2020	10	95	94	O	009P09	2	93		1	TLCMED	N	009P			0.00	
10	009	03/31/2020	10	95	94	O	009P09	2	93		1	TLCMED	N	009P			0.00	
11	009	03/31/2020	10	95	94	O	009P09	2	93		1	TLCMED	N	009P			0.00	
12	009	03/31/2020	10	95	94	O	009P09	2	93		1	TLCMED	N	009P			0.00	
13	009	03/31/2020	10	95	94	O	009P09	2	93		1	TLCMED	N	009P			0.00	

Screenshot of the TLC Query 1 – Ben Defn Pgm

V_TLC_BEN_DEFN_PGM - TLC Query 1

ASOFDATE: 06/30/2020

View Results

Download results in: Excel Spreadsheet CSV Text File XML File (102 kb)

View All

First 1-100 of 366 Last

Row	Ben Progrm	Effdt	Status	Descr	Short Desc	Prog Type	FSA Run ID	MaxAnlPldg	Currency	DaysTilDfl	Apply Excs	COBRA %	Disabled %	Plan ID	Show Credits	Cost Freq	Handbook URL ID	Incl Sales Tax	Show ER Costs	Show Tax Impact	Contact ID
1	001	06/30/2020	A	TLC 047001000 Ben Program	047001000 A			7750.00	USD		0 F		0	50	N	D		N	Y	N	1
2	002	06/30/2020	A	TLC 047002000 Ben Program	047002000 A			7750.00	USD		0 F		0	50	N	D		N	Y	N	1
3	003	06/30/2020	A	TLC 047004000 Ben Program	047004000 A			7750.00	USD		0 F		0	50	N	D		N	Y	N	1
4	004	06/30/2020	A	TLC 047005000 Ben Program	047005000 A			7750.00	USD		0 F		0	50	N	D		N	Y	N	1
5	005	06/30/2020	A	TLC 048005000 Ben Program	048005000 A			7750.00	USD		0 F		0	50	N	D		N	Y	N	1
6	006	06/30/2020	A	TLC 047007000 Ben Program	047007000 A			7750.00	USD		0 F		0	50	N	D		N	Y	N	1
7	007	06/30/2020	A	TLC 047009000 Ben Program	047009000 A			7750.00	USD		0 F		0	50	N	D		N	Y	N	1
8	008	06/30/2020	A	TLC 048009000 Ben Program	048009000 A			7750.00	USD		0 F		0	50	N	D		N	Y	N	1

Screenshot of the TLC Query 2 – Ben Defn Plan

V_TLC_BEN_DEFN_PLAN - TLC Query 2

ASOFDATE: 12/31/2020

View Results

Download results in: Excel Spreadsheet CSV Text File XML File (143 kb)

View All

First 1-100 of 732 Last

Row	Ben Progrm	Effdt	Plan Typ	DispPlnSeq	Min Contrb	Max Contrb	Waive OK	RestrictMM	EventRules	COBRA Plan	HIPAA	Collect Dep/Ben	Collect Funds	Show no choice	Handbook URL ID	Dep Rules ID
1	268	12/31/2020	01	01	0.00	0.00	X		0 268P	N	N	N	N	N		
2	268	12/31/2020	10	10	0.00	0.00	Y		0 268P	Y	Y	Y	N	N		COVA
3	001	12/31/2020	01	01	0.00	0.00	X		0 001P	N	N	N	N	N		
4	001	12/31/2020	10	10	0.00	0.00	Y		0 001P	Y	Y	Y	N	N		COVA
5	002	12/31/2020	01	01	0.00	0.00	X		0 002P	N	N	N	N	N		
6	002	12/31/2020	10	10	0.00	0.00	Y		0 002P	Y	Y	Y	N	N		COVA
7	003	12/31/2020	01	01	0.00	0.00	X		0 003P	N	N	N	N	N		
8	003	12/31/2020	10	10	0.00	0.00	Y		0 003P	Y	Y	Y	N	N		COVA
9	004	12/31/2020	01	01	0.00	0.00	X		0 004P	N	N	N	N	N		
10	004	12/31/2020	10	10	0.00	0.00	Y		0 004P	Y	Y	Y	N	N		COVA
11	006	12/31/2020	01	01	0.00	0.00	X		0 006P	N	N	N	N	N		
12	006	12/31/2020	10	10	0.00	0.00	Y		0 006P	Y	Y	Y	N	N		COVA
13	007	12/31/2020	01	01	0.00	0.00	X		0 007P	N	N	N	N	N		



Screenshot of the TLC Query 5 – BN Rate Data

V_TLC_BN_RATE_DATA - TLC Query 5

ASOFDATE: 12/31/2020 [View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (15360 kb)

View All First 1-100 of 42668 [Last](#)

Row	Rate ID	Effdt	Key 1	Key 2	Key 3	Employee Rate	Employer Rate	B-Tax Rate	A-Tax Rate	N-Tax Rate	T-Tax Rate	NonTx Btx Rt	Others Rt Exist
1	251	12/31/2020	251P02	1		326.00	489.00	0.00000	0.00000	0.00000	0.00000	0.00000	N
2	251	12/31/2020	251P02	2		603.20	904.80	0.00000	0.00000	0.00000	0.00000	0.00000	N
3	251	12/31/2020	251P02	3		603.20	904.80	0.00000	0.00000	0.00000	0.00000	0.00000	N
4	251	12/31/2020	251P02	4		880.40	1320.60	0.00000	0.00000	0.00000	0.00000	0.00000	N
5	251	12/31/2020	251P03	1		302.40	453.60	0.00000	0.00000	0.00000	0.00000	0.00000	N
6	251	12/31/2020	251P03	2		559.60	839.40	0.00000	0.00000	0.00000	0.00000	0.00000	N
7	251	12/31/2020	251P03	3		559.60	839.40	0.00000	0.00000	0.00000	0.00000	0.00000	N
8	251	12/31/2020	251P03	4		816.40	1224.60	0.00000	0.00000	0.00000	0.00000	0.00000	N
9	251	12/31/2020	251P04	1		296.00	444.00	0.00000	0.00000	0.00000	0.00000	0.00000	N
10	251	12/31/2020	251P04	2		547.60	821.40	0.00000	0.00000	0.00000	0.00000	0.00000	N
11	251	12/31/2020	251P04	3		547.60	821.40	0.00000	0.00000	0.00000	0.00000	0.00000	N
12	251	12/31/2020	251P04	4		799.20	1198.80	0.00000	0.00000	0.00000	0.00000	0.00000	N
13	251	12/31/2020	251P05	1		279.20	418.80	0.00000	0.00000	0.00000	0.00000	0.00000	N

Screenshot of the TLC Query RBN332 – BN ENROLL DAYS

V_BN_ENROLL_DAYS - V_BN_ENROLL_DAYS Query RBN332

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (321 kb)

View All First 1-100 of 13405 [Last](#)

Row	Benefit Program	Event Classification	Enrollment Days
1	089	DIV	60
2	089	DLE	60
3	089	DSP	60
4	089	ELG	60
5	089	FPP	60
6	089	FSC	60
7	089	FSD	60
8	089	GEM	60
9	089	HIP	60
10	089	HIR	30
11	089	JOB	60
12	089	LAT	0
13	089	LEG	30
14	002	LAT	0



VRS Billing Detail Query V_VRS_BILLING_REPORT

REVISED: 09/15/2021

DESCRIPTION:

This query provides the agency with both a summary of deductions taken and details on any discrepancies that exist on Virginia Retirement System (VRS) billing details.

NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V_VRS_BILLING_REPORT

INPUT / SEARCH CRITERIA:

Year

Month (Leave Blank for All)

Emplid (Leave Blank for All)

OUTPUT FORMAT:

HTML

Excel

ADDITIONAL INFORMATION:

The **Year** field is a required field.

Screenshot of the VRS Billing Detail Query

V_VRS_BILLING_REPORT - VRS Billing Detail Report																
Year 2020																
Month (Leave Blank for All)																
Emplid (Leave Blank for All)																
View Results																
Download results in : Excel Spreadsheet CSV Text File XML File (8 kb)																
View All																
First 1-24 of 24 Last																
Row	EMPLID	Name	COMPANY	BUSINESS_UNIT	DEPTID	EMPL_STATUS	MONTH	YEAR	PLAN_CODE	RETIRE_EE_AMT	RETIRE_ER_AM	PPS_TAX	PPS_AMT	GRP_LIFE_AMT	LTD_AMT	HIC_AMT
1			CCV	11300	10000	A	1	2020	HJ	586.09	4892.34	N	0.00	191.95	0.00	171.45
2			CCV	11300	10000	A	2	2020	HJ	586.09	4892.34	N	0.00	191.95	0.00	171.44
3			CCV	11300	10000	A	2	2020	JN	732.60	5038.88	N	0.00	191.94	0.00	171.44
4			CCV	11300	10000	A	1	2020	JN	732.60	5038.88	N	0.00	191.94	0.00	171.44
5			DEL	10100	2202	A	1	2020	HB	175.01	504.00	N	0.00	57.32	27.12	51.18
6			DEL	10100	2201	A	1	2020	VN	73.50	198.74	N	0.00	19.26	9.11	17.20
7			DEL	10100	2201	A	2	2020	VN	73.50	198.74	N	0.00	19.26	9.11	17.20
8			DEL	10100	2201	A	1	2020	VN	77.08	208.43	N	0.00	20.20	0.00	18.04
9			DEL	10100	2201	A	2	2020	VN	77.08	208.43	N	0.00	20.20	0.00	18.04
10			DEL	10100	2202	A	1	2020	XB	219.99	594.85	Y	0.00	57.64	27.28	51.48
11			DEL	10100	2202	A	2	2020	XB	219.99	594.85	Y	0.00	57.64	27.28	51.48
12			DOT	50100	10003	A	2	2020	VS	166.66	450.66	N	0.00	43.67	20.67	39.00
13			DOT	50100	10003	A	1	2020	VS	166.66	450.66	N	0.00	43.66	20.66	39.00
14			DSP	15600	232201	A	1	2020	LN	379.24	819.52	N	0.00	49.68	23.52	44.38
15			DSP	15600	232201	A	2	2020	LN	189.62	819.52	N	0.00	49.68	23.52	44.38
16			DSP	15600	271001	A	2	2020	SN	126.20	1255.94	Y	252.40	56.66	31.30	50.62
17			DSP	15600	271001	A	1	2020	SN	126.20	1255.94	Y	252.40	56.12	31.30	50.62
18			NSU	21300	04004	A	1	2020	HB	302.00	945.26	N	0.00	98.90	46.81	88.34
19			NSU	21300	04004	A	2	2020	HB	302.00	945.26	N	0.00	98.90	46.81	88.34
20			NSU	21300	04019	A	1	2020	HB	267.50	645.04	N	0.00	84.34	39.92	75.32
21			NSU	21300	50006	A	2	2020	LS	262.01	0.00	N	0.00	68.65	0.00	61.31
22			NSU	21300	50006	A	1	2020	LS	262.00	0.00	N	0.00	68.64	0.00	61.30
23			NSU	21300	04022	A	1	2020	VN	308.33	833.73	N	0.00	80.78	38.23	72.14
24			NSU	21300	04022	A	2	2020	VN	308.33	833.73	N	0.00	80.78	38.23	72.15



Benefits Reports

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ACA Reconciliation Report (RBN218)

REVISED: 09/15/2021

DESCRIPTION:

This report lists individual health benefit information for agencies to validate prior to Affordable Care Act (ACA) reporting, containing a line for each participant and dependent with coverage in the calendar year.

NAVIGATION PATH:

Navigator > Benefits > ACA Annual Processing > ACA Preparation > ACA Reconciliation Report

INPUT / SEARCH CRITERIA:

Company
Department
As of Date

OUTPUT FORMAT:

Excel

Screenshot of the ACA Reconciliation Report Run Control Page

The screenshot shows the 'ACA Reconciliation Report' run control page. At the top, there's a title bar 'ACA Reconciliation Report'. Below it, a green button labeled 'ACA Reconciliation Report' is visible. The main area contains a 'Run Control ID' field with the value 'ACA_Reconciliation_Report', a 'Report Manager' link, a 'Process Monitor' link, and a 'Run' button. Below this, there's a section titled 'ACA Reconciliation Report' with a search area containing three fields: '*Company' with a magnifying glass icon, 'Department' with a magnifying glass icon, and 'As Of Date' with a calendar icon. At the bottom, there are four buttons: 'Save', 'Notify', 'Add', and 'Update/Display'.

ADDITIONAL INFORMATION:

Company field is a required field.

Screenshot of the ACA Reconciliation Report

ACA Reconciliation 4																									
Instance = 1335311																									
Company	Department ID	FEIN	SSN	Employee ID	Empl Record	Last Name	First Name	Middle Name	Sfx	Seq	ValHC	Dep DOB	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
ATP	60200	814405060		00197940100	0			C		1	20715.00000		SF/E	SF/E	SF/E	SF/E	SF/E	SF/E	SF/E	SF/E	SF/E	-/-	-/-	-/-	
ATP	60200	814405060		00197940100	0			S		0	0.00000	11/7/1997	-/E	-/E	-/E	-/E	-/E	-/E	-/E	-/E	-/E	-/-	-/-	-/-	
ATP	60200	814405060		00197940100	0			F	JR	2	0.00000	10/13/1955	-/E	-/E	-/E	-/E	-/E	-/E	-/E	-/E	-/E	-/-	-/-	-/-	
ATP	60200	814405060		00197940100	0			C		3	0.00000	7/10/1995	-/E	-/E	-/E	-/E	-/E	-/E	-/E	-/E	-/E	-/-	-/-	-/-	



Base Benefit Consistency Audit Report (RBN304)

REVISED: 09/15/2021

DESCRIPTION:

This report displays data that has been entered into the benefit plan, employee data, dependent data, or enrollment data pages which does not appear to follow policy or regulations. The identified items could simply require corrections to some data elements or could require enrollment changes.

NAVIGATION PATH:

Navigator > Benefits > Reports > Audits > Base Benefits Consistency Audit

INPUT / SEARCH CRITERIA:

OUTPUT FORMAT:

PDF

Screenshot of the Base Benefit Consistency Audit Report Run Control Page

The screenshot shows the 'Base Benefit Consistency Audit' run control page. It features a title bar 'Base Benefit Consistency Audit'. Below the title, there is a section for input criteria. The 'Run Control ID' is set to 'Base_Benefit_Consistency_Audit'. The 'Language' is set to 'English' with a dropdown arrow. To the right of the input fields are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. At the bottom left are 'Save' and 'Notify' buttons. At the bottom right are 'Add' and 'Update/Display' buttons.

ADDITIONAL INFORMATION:

There are no required fields for this query

Screenshot of the BAS Benefit Consistency Audit Report

The screenshot shows the 'BASE BENEFITS AUDIT REPORT' from PeopleSoft. The report ID is BEN733. The page number is 1, the run date is 05/25/2021, and the run time is 14:11:55. The report title is 'Employees Less Than 16 Years Old'. The table has three columns: 'Employee Name', 'Employee ID', and 'Birthdate'. The table content is mostly obscured by a large grey rectangular area, but some text is visible at the bottom left, including 'NA L'.

Employee Name	Employee ID	Birthdate
NA L		



BenAdmin Missing Elections Report (RBN045)

REVISED: 09/15/2021

DESCRIPTION:

This report provides information for participants who did not return enrollment statements or enroll in a plan. Report includes sections for participants' phone numbers.

NAVIGATION PATH:

Navigator > Benefits > Manage Automated Enrollment > Investigate Exceptions > Missing Elections Rpt

INPUT / SEARCH CRITERIA:

Schedule ID

OUTPUT FORMAT:

PDF

Screenshot of the BenAdmin Missing Elections Report Run Control Page

The screenshot shows the 'Missing Elections Rpt' run control page. At the top, there is a 'Process List' link and the title 'Missing Elections Rpt'. Below this, the 'Run Control ID' is set to 'Missing_Elections_Rpt', and the 'Language' is set to 'English'. There are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. A 'Schedule ID' search field is present with a magnifying glass icon and a note '(Leave blank for all schedules)'. At the bottom, there are 'Save', 'Notify', 'Add', and 'Update/Display' buttons.

ADDITIONAL INFORMATION:

No Input/Search fields are required fields.

Screenshot of the BenAdmin Missing Elections Report

The screenshot shows the output of the BenAdmin Missing Elections Report. It includes a header section with 'Report ID: BAS006', 'PeopleSoft BenAdmin Missing Elections Report', and page information: 'Page No. 1', 'Run Date 05/20/2021', and 'Run Time 13:50:54'. Below this is a table with the following columns: Employee Name, Employee ID, Sched ID, BEN Event Pgm Date, Department ID, Department Descr, Locn ID, Location Descr, and Phone. The table contains one row of data:

Employee Name	Employee ID	Sched ID	BEN Event Pgm Date	Department ID	Department Descr	Locn ID	Location Descr	Phone
		EM00	SNB 11/12/2020	2202	LA	CENTR	CENTR	



BenAdmin Preparation and Election Errors Report (RBN041)

REVISED: 09/15/2021

DESCRIPTION:

This report shows invalid benefit elections, by schedule and event, participants, and their dependents. Report includes errors, such as coverage over the maximum or under the minimum, invalid choices, failure to meet eligibility requirements, etc.

NAVIGATION PATH:

Navigator > Benefits > Manage Automated Enrollment > Investigate Exceptions > Invalid Elections Rpt

INPUT / SEARCH CRITERIA:

Schedule ID

OUTPUT FORMAT:

PDF

Screenshot of the BenAdmin Preparation and Election Errors Report Run Control Page

The screenshot shows the 'Invalid Elections Rpt' page in the BenAdmin system. At the top, there is a navigation bar with a link to 'Cardinal Homepage' and the title 'Invalid Elections Rpt'. Below the navigation bar, the page title 'Invalid Elections Rpt' is displayed. The main content area contains a 'Run Control ID' field with the value 'Invalid_Elections_Rpt' and a 'Language' dropdown menu set to 'English'. To the right of these fields are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. Below this section, there is a 'Schedule ID' input field with a search icon and a note '(Leave blank for all schedules)'. At the bottom of the page, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

ADDITIONAL INFORMATION:

No Input/Search fields are required fields.



Benefit Contribution Register Report (RBN055)

REVISED: 09/15/2021

DESCRIPTION:

This report summarizes benefit contributions made in payroll by employee and employer for Cardinal Payroll agencies.

NAVIGATION PATH:

Navigator > Benefits > Reports > Contributions and Deductions > Benefit Contribution Register

INPUT / SEARCH CRITERIA:

As of Date
Reporting Period

OUTPUT FORMAT:

PDF

Screenshot of the Benefit Contribution Register Report Run Control Page

Benefit Contribution Register

Benefit Contribution Register

Run Control ID Benefit_Contribution_Register

Report Manager Process Monitor

Run

Language English

As Of Date

Reporting Period

Save

Notify

Add

Update/Display

ADDITIONAL INFORMATION:

As of Date field is a required field.

Reporting Period options are **Month** or **Quarterly**.



Screenshot of the Benefit Contribution Register Report (Quarterly)

PeopleSoft								
Report ID: BEN003			QUARTERLY BENEFIT CONTRIBUTIONS REGISTER				Page No. 1	
Company: ABC Alcoholic Beverage Control							Run Date 05/20/2021	
As Of Date:12/31/2019							Run Time 16:42:41	
Ben Program Salaried Employee Benefit Pgm								
Plan Type Medical								
Ben Plan ACC0								
Employee Name	Ben Rcd ID	Employee Status	Department ID	Department Name	----- Employee Deductions -----		----- Company Contributions -----	
					This Period	YTD	This Period	YTD
	0	A	226073	Store 073	287.00	3,493.50	1,802.00	18,921.00
	0	A	226319	Store 319	92.00	966.00	687.00	7,213.50
	0	A	300501	Warehouse	211.00	2,215.50	1,229.00	12,904.50
	0	A	180779	EntArch	92.00	804.50	687.00	7,213.50
	0	A	150736	Purchasing	211.00	2,113.50	1,229.00	12,904.50
	0	A	170704	FMS	287.00	2,911.50	1,802.00	18,921.00
	0	A	420707	Tax Audit	211.00	527.50	1,229.00	3,072.50
	0	A	226137	Store 137	92.00	920.00	687.00	6,870.00
	0	A	226263	Store 263	92.00	966.00	687.00	7,213.50
	0	A	226392	Store 392	211.00	949.50	1,229.00	5,530.50
	0	A	226162	Store 162	92.00	966.00	687.00	7,213.50
	0	A	226068	Store 068	92.00	966.00	687.00	7,213.50
	0	A	226243	Store 243	92.00	138.00	687.00	1,030.50
	0	A	226075	Store 075	92.00	874.00	687.00	6,526.50
	0	A	226232	Store 232	92.00	966.00	687.00	7,213.50
	0	A	180779	EntArch	287.00	3,013.50	1,802.00	18,921.00
	0	A	210504	Ret Ops	92.00	594.50	687.00	5,799.50
	0	A	410806	Cent Offc	211.00	2,215.50	1,229.00	12,904.50
	0	A	410816	LRM	287.00	3,013.50	1,802.00	18,921.00



Benefit Enrollment Changes Report (RBN287)

REVISED: 09/15/2021

DESCRIPTION:

This report lists all employees who enrolled in benefits or made changes to existing benefits within a specific date range.

NAVIGATION PATH:

Navigator > Benefits > Reports > Benefit Enrollment Changes

INPUT / SEARCH CRITERIA:

From Date
To Date
Plan Type (s)
Company (s)

OUTPUT FORMAT:

PDF

Screenshot of the Benefit Enrollment Changes Report Run Control Page

The screenshot shows the 'Benefit Enrollment Changes' report run control page. At the top, there is a navigation bar with 'Cardinal Homepage' and 'Benefit Enrollment Changes'. Below this, there are tabs for 'Run Control ID', 'Benefit_Enrollment_Changes', 'Report Manager', and 'Process Monitor'. A 'Run' button is located on the right. The main section is titled 'Run Control Parameters' and contains two date pickers for '*From Date' and '*To Date'. Below these is a list of plan types with checkboxes: Health, Annuity, Deferred Compensation, Medical Flex Account, Dependent Flex Account, Retirement, Group Life, LTD/VSDP, Retiree Credit, Premium Reward, and Flex Spending Admin Fee. At the bottom of the parameters section is a table with columns 'Company' and 'Description'. The table has one row with a search icon and a 'View All' link. At the very bottom, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and 'Update/Display'.

Cardinal Homepage Benefit Enrollment Changes

Run Control ID Benefit_Enrollment_Changes Report Manager Process Monitor Run

Run Control Parameters

*From Date *To Date

Select each Plan Type to be included in the Report:

- ☐ Health
- ☐ Annuity
- ☐ Deferred Compensation
- ☐ Medical Flex Account
- ☐ Dependent Flex Account
- ☐ Retirement
- ☐ Group Life
- ☐ LTD/VSDP
- ☐ Retiree Credit
- ☐ Premium Reward
- ☐ Flex Spending Admin Fee

1-1 of 1 View All

Company	Description
1	


Save Return to Search Previous in List Next in List Notify Add Update/Display

ADDITIONAL INFORMATION:

From Date and **To Date** fields are required fields. At least one **Plan Type** must be selected.



Screenshot of the Benefit Enrollment Changes Report

 Report ID: RBN287			Commonwealth of Virginia BENEFIT ENROLLMENT CHANGES REPORT				Run Date: 05/24/2021 Run Time: 04:27 00	
COMPANY: A02 - King William County - County PLAN TYPE(S): 10, 46, 49, 60, 61, 70, 4W, 7Z, 7W, 7Y, 7X, AY, AZ From Date: 01/01/2021 - To Date: 04/30/2021							Page No. 1 of 53488	
EMPLID	BEN RCD	NAME	PLAN TYPE	BENEFIT PLAN	DATE OF ACTION	FIELD CHANGED	PRIOR VALUE	CURRENT VALUE
	0		10	002KA500C	01/13/2021	Coverage Begin Date	09/01/2018	12/01/2020
	0		10	002KA500C	01/13/2021	Coverage Code	Family	EE+Spouse
	0		10	002KA500C	01/13/2021	Coverage Elect Date	08/04/2020	01/13/2021



Benefit Event Statistical Report (RBN295)

REVISED: 09/15/2021

DESCRIPTION:

This report summarizes counts of benefit events by election source (e.g., Benefits Administrator, self-service, or none) within a specified period of time.

NAVIGATION PATH:

Navigator > Benefits > Manage Automated Enrollment > Review Processing Results > Benefit Event Statistical Rpt

INPUT / SEARCH CRITERIA:

Event Date From
Event Date To

OUTPUT FORMAT:

PDF

Screenshot of the Benefit Event Statistical Report Run Control Page

The screenshot shows the 'Benefit Event Statistical Rpt' run control page. At the top, there is a navigation bar with a back arrow and 'Cardinal Homepage' on the left, and 'Benefit Event Statistical Rpt' on the right. Below this is a tab labeled 'Benefit Event Statistical Rpt'. The main content area displays 'Run Control ID' as 'Benefit_Event_Statistical_Rpt'. To the right of this are links for 'Report Manager' and 'Process Monitor', followed by a 'Run' button. Below these links is a section titled 'Report Request Parameters' which contains two date pickers: '*Event Date (From)' and '*Event Date (To)'. At the bottom of the page are four buttons: 'Save', 'Notify', 'Add', and 'Update/Display'.

ADDITIONAL INFORMATION:

Event Date (From) and **Event Date (To)** field are required fields.



Screenshot of the Benefit Event Statistical Report

Benefit Event Statistical Report																									
01/01/2020 - 05/26/2021		January		February		March		April		May		June		July		August		September		October		November		December	
		Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent
Covered Child Lost Eligibility		0	0.0%																						
	None Entered	0		0		0		0		0		0		0		0		1		1		1		0	
	BA Entry Self Service	0		0		0		0		0		0		1		2		0		1		1		0	
Address Change		0	0.0%	1	5.9%	1	8.3%	9	20.5%	2	3.3%	1	1.3%	8	7.5%	3	3.4%	0	0.0%	0	0.0%	1	1.1%	0	0.0%
	None Entered	0		0		0		0		1		0		0		0		0		0		0		0	
	BA Entry Self Service	0		1		1		9		0		0		6		3		0		0		1		0	
Benefits Change (OHB Only)		15	18.1%	2	11.8%	2	16.7%	1	2.3%	2	3.3%	1	1.3%	21	19.8%	5	5.7%	15	18.5%	3	4.2%	6	6.7%	5	8.5%
	None Entered	1		1		1		1		0		0		3		0		1		2		2		1	
	BA Entry Self Service	14		1		1		0		2		1		18		5		14		1		4		4	
Birth or Adoption		4	4.8%	0	0.0%	1	8.3%	2	4.5%	5	8.3%	4	5.0%	6	5.7%	9	10.2%	12	14.8%	11	15.3%	20	22.2%	5	8.5%
	None Entered	0		0		0		1		3		0		2		1		5		8		2		0	
	BA Entry Self Service	2		0		1		0		2		3		4		7		5		3		17		5	
Death of Child		0	0.0%	0	0.0%	0	0.0%	1	2.3%	1	1.7%	0	0.0%	0	0.0%	3	3.4%	1	1.2%	0	0.0%	0	0.0%	0	0.0%
	None Entered	0		0		0		1		0		0		0		0		0		0		0		0	
	BA Entry Self Service	0		0		0		0		1		0		0		3		1		0		0		0	
Dpndnt Gained Eligibility w/ER		0	0.0%	0	0.0%	0	0.0%	0	0.0%	1	1.7%	0	0.0%	0	0.0%	3	3.4%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
	None Entered	0		0		0		0		0		0		0		1		0		0		0		0	
	BA Entry Self Service	0		0		0		0		0		0		0		0		0		0		0		0	
Divorce		2	2.4%	1	5.9%	0	0.0%	1	2.3%	1	1.7%	5	6.3%	4	3.8%	2	2.3%	4	4.9%	11	15.3%	3	3.3%	3	5.1%
	None Entered	0		0		0		0		0		1		1		1		1		7		0		0	
	BA Entry Self Service	1		1		0		1		0		4		3		1		0		4		3		3	
Dpndnt Lost Eligibility w/ER		0	0.0%	0	0.0%	0	0.0%	0	0.0%	1	1.7%	0	0.0%	1	0.9%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
	None Entered	0		0		0		0		0		0		0		0		0		0		0		0	
	BA Entry Self Service	0		0		0		0		1		0		1		0		0		0		0		0	
Death of Spouse		1	1.2%	0	0.0%	0	0.0%	0	0.0%	1	1.7%	0	0.0%	2	1.9%	2	2.3%	1	1.2%	1	1.4%	3	3.3%	2	3.4%
	None Entered	0		0		0		0		0		0		0		0		0		0		0		0	
	BA Entry Self Service	1		0		0		0		1		0		2		2		1		1		3		2	
Deceased EE w/Covered Dpndnts		0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	1	1.3%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
	None Entered	0		0		0		0		0		1		0		0		0		0		0		0	
	BA Entry Self Service	0		0		0		0		0		0		0		0		0		0		0		0	
Elig Config Change		5	6.0%	0	0.0%	2	16.7%	1	2.3%	1	1.7%	2	2.5%	7	6.6%	2	2.3%	4	4.9%	0	0.0%	13	14.4%	14	23.7%
	None Entered	2		0		0		1		0		2		0		1		0		12		9		0	
	BA Entry Self Service	3		0		2		0		1		0		5		1		4		0		1		5	
Failure to Pay Premium		0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	1	0.9%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
	None Entered	0		0		0		0		0		0		0		0		0		0		0		0	
	BA Entry Self Service	0		0		0		0		0		0		1		0		0		0		0		0	
Family Status Change		2	2.4%	1	5.9%	0	0.0%	2	4.5%	3	5.0%	3	3.8%	4	3.8%	2	2.3%	1	1.2%	0	0.0%	2	2.2%	0	0.0%
	None Entered	0		0		0		1		0		2		0		1		0		0		0		0	
	BA Entry Self Service	2		1		0		3		0		4		1		0		1		0		2		0	
Dependent Care Cost/Covrg Chg		5	6.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	1	0.9%	1	1.1%	1	1.2%	0	0.0%	0	0.0%	0	0.0%
	None Entered	0		0		0		0		0		0		0		1		0		0		0		0	
	BA Entry Self Service	5		0		0		0		0		0		0		0		1		0		0		0	
Gan Eligibility Medicare/aid		0	0.0%	0	0.0%	0	0.0%	2	4.5%	3	5.0%	0	0.0%	1	0.9%	1	1.1%	0	0.0%	1	1.4%	2	2.2%	0	0.0%
	None Entered	0		0		0		1		1		0		1		1		0		1		2		0	
	BA Entry	0		0		0		1		2		0		0		0		0		0		0		0	



Benefit Event Status Report (RBN300)

REVISED: 09/15/2021

DESCRIPTION:

This report lists all participants in a particular process status or set of status levels.

NAVIGATION PATH:

Navigator > Benefits > Manage Automated Enrollment > Investigate Exceptions > Benefit Event Status Report

INPUT / SEARCH CRITERIA:

Schedule ID
From Date
To Date
Event Status
Display Message Date (checkbox)
Process Status to Include (checkboxes)

OUTPUT FORMAT:

PDF

Screenshot of the Benefit Event Status Report Run Control Page

Benefit Event Status Report

Benefit Event Status Report

Run Control ID **Benefit_Status_Event_Report** [Report Manager](#) [Process Monitor](#) **Run**

Language **English**

Schedule ID (Leave blank for all schedules)

*From Date *To Date

*Event Status **Open** ☐ Display Message Data

Process Status to Include:

(Leave all boxes unchecked to include all)

☐ Assign None ☐ Elections Entered

☐ Assign Error ☐ Election Error

☐ Assigned ☐ Re-Enter

☐ Prepare Error ☐ Finalized - Benefit Prog None

☐ Prepared ☐ Finalized - Prepare None

☐ Notified ☐ Finalized - Enrolled

Save **Notify** **Add** **Update/Display**

ADDITIONAL INFORMATION:

From Date and **To Date** fields are required fields.



Screenshot of the Benefit Event Status Report

Report ID: VBNR0300		PeopleSoft Benefit Event Status Report							Page No. 1 Run Date 05/25/2021 Run Time 13:43:33
Process Status	Employee ID	Employee Name	Schedule ID	Event ID	Event Date	Event Class	Event Status	Process Indicator	Benefit Program
AE			EM00	1	07/01/2020	HIR	O	N	N
AE			EM00	1	09/30/2020	RET	O	N	N
AE			EM00	1	06/29/2020	HIR	O	N	N
AE			EM00	1	07/01/2020	HIR	O	N	N



Combined Virginia Campaign Deductions Report (RPY454)

REVISED: 09/15/2021

DESCRIPTION:

This is a report of extract audits for semi-monthly outbound vendor file to Combined Virginia Campaign (CVC) deductions. Report is grouped by Non-paid Adjustment Amounts, Negative Amounts, all other Remittance File Detail amounts, and a summary of amounts by company.

NAVIGATION PATH:

Navigator > Benefits > Reports > CVC Deduction Report

INPUT / SEARCH CRITERIA:

Company
From Check Date
To Check Date
Run to CSV (checkbox)

OUTPUT FORMAT:

PDF
CSV

Screenshot of the Combined Virginia Campaign Deductions Report Run Control Page

The screenshot shows the 'CVC Deduction Report' run control page. At the top, there is a navigation bar with a 'Cardinal Homepage' link and the title 'CVC Deduction Report'. Below the navigation bar, the 'Run Control ID' is 'CVC_Deduction_Report'. To the right of the ID are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. The main section is titled 'Process Request Parameter(s)'. It contains a form with the following fields: 'Company (Leave Blank for All)' with a search icon, '*From Check Date' with a calendar icon, and '*To Check Date' with a calendar icon. There is also a checkbox labeled 'Run To CSV'. At the bottom of the form are three buttons: 'Save', 'Add', and 'Update/Display'.

Run Control ID	Report Manager	Process Monitor	Run
CVC_Deduction_Report	Report Manager	Process Monitor	<button>Run</button>

Process Request Parameter(s)

Company (Leave Blank for All)	<input type="text"/>	<input type="button" value="Q"/>
*From Check Date	<input type="text"/>	<input type="button" value="Calendar"/>
*To Check Date	<input type="text"/>	<input type="button" value="Calendar"/>
<input type="checkbox"/> Run To CSV		


Save Add Update/Display

ADDITIONAL INFORMATION:

From Check Date and To Check Date fields are required fields.



Screenshot of the Combined Virginia Campaign Deductions Report

 Report ID: RPY454		Commonwealth of Virginia COMBINED VIRGINIA CAMPAIGN DEDUCTIONS FOR CHECKS DATED 10/01/2019 - 12/31/2019		Run Date: 08/23/2021 Run Time: 02:32 00	
Company: ABC - Alcoholic Beverage Control				Page No. 1 of 23	
CHECK_DT	EMPLID	NAME	DEDCD	EE A/T	
16-DEC-2019			CVC	0.55	
16-DEC-2019			CVC	5.00	
16-DEC-2019			CVC	16.67	
Check Date Total:				22.22	
31-DEC-2019			CVC	0.55	
31-DEC-2019			CVC	5.00	
31-DEC-2019			CVC	16.67	
Check Date Total:				22.22	
Company Total:				44.44	



Confirmation Statement (RBN037)

REVISED: 09/15/2021

DESCRIPTION:

This report is a confirmation statement of the elections that the employee has selected for Health, FSA, and Premium Rewards. Report lists the selected plans, costs, and dependents covered.

NAVIGATION PATH:

Benefits Administrator Tile > Review Employee Benefits > Review Employee Statements > Enter EMPLID > Click Right Arrow > Select Statement Type > Confirmation Statement

INPUT / SEARCH CRITERIA:

Employee ID

OUTPUT FORMAT:

PDF

ADDITIONAL INFORMATION:

Employee ID field is a required field.

Screenshot of the Confirmation Statement Report

The screenshot shows a web form titled "CONFIRMATION OF 2020 ELECTIONS" with the "EVENT MAINTENANCE" sub-header. It includes fields for "Employee2" and "Employee ID". A disclaimer states that the statement confirms recent benefit elections and remains in effect until a change in family status or employment situation. The form is divided into sections: "PERSONAL INFORMATION" (Home Address, Email Address, Gender, Marital Status, Birthdate), "ELECTION SUMMARY" (a table of benefits, coverages, and costs), a note about costs, "HEALTH DEPENDENTS" (a table with Name, Date of Birth, Relationship, and Dependent Benefit Type), and "DEPENDENTS ENROLLMENTS" (a table with Benefit Option and Dependent).

CONFIRMATION OF 2020 ELECTIONS
EVENT MAINTENANCE
Statement Issue Date: 01/26/2021
Enrollment Effective Date: 10/31/2020

Employee2: [Redacted] Employee ID: [Redacted]

This statement confirms your recent benefit elections. These coverages will remain in effect until you experience a change in family status or in your employment situation. If an error has been made in recording your elections, please contact your benefits administrator. Please keep a copy of this form for your records.

PERSONAL INFORMATION

Home Address [Redacted]
Email Address [Redacted]
Gender [Redacted]
Marital Status [Redacted]
Birthdate [Redacted]

ELECTION SUMMARY

Benefit	Coverage	Category Base	Your Cost Per Pay Period
Optima HMO	Emp+Child		\$ 88.50
Flex Spending Medical			
Flex Spending Dependent Care			
Health Premium Reward	No Coverage		
Flex Spending Admin Fee			

*Cost Reflected above are per pay period for agencies paid by the cardinal system, monthly for all others

HEALTH DEPENDENTS

Name	Date of Birth	Relationship	Dependent Benefit Type
Newbaby2	11/11/2020	Child	

DEPENDENTS ENROLLMENTS

Benefit Option	Dependent
Optima HMO	Newbaby2



COBRA Audit Report (RBN171)

REVISED: 09/15/2021

DESCRIPTION:

This report provides data about Consolidated Omnibus Budget Reconciliation Act (COBRA) participants. This report displays information on: Employees enrolled in Active and COBRA Health Coverage; Employee and Spouse (or other dependent) electing health benefits for the same Dependent ID;

NAVIGATION PATH:

Navigator > Benefits > Administer COBRA Benefits > Review Processing Results > Audit Report

INPUT / SEARCH CRITERIA:

As Of Date

OUTPUT FORMAT:

PDF

Screenshot of the COBRA Audit Report Run Control Page

The screenshot shows a web interface for the COBRA Audit Report. At the top, there is a navigation bar with a back arrow and 'Process List' on the left, and 'Audit Report' on the right. Below this, the title 'Audit Report' is displayed. The main area contains several input fields and buttons. On the left, there is a 'Run Control ID' field with the value 'LLB' and a 'Language' dropdown menu set to 'English'. To the right of these fields are two links: 'Report Manager' and 'Process Monitor', followed by a 'Run' button. Below these, there is an 'As Of Date' field with the value '01/01/2020'. At the bottom of the form, there is a row of five buttons: 'Save' (green), 'Return to Search', 'Previous in List', 'Next in List', and 'Notify'.

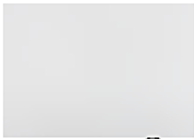
ADDITIONAL INFORMATION:

As of Date field is a required field.



Screenshot of the COBRA Audit Report

Report ID: CBR007		PeopleSoft COBRA AUDIT REPORT
As Of Date: 06/07/2021		
Employees Enrolled in Active and COBRA Health Coverage		
Employee ID	Event ID	

	1	
	1	
	1	
	1	



COBRA Enrollment Report (RBN168)

REVISED: 09/15/2021

DESCRIPTION:

This report lists all COBRA participants and their current elections, including coverage begin dates.

NAVIGATION PATH:

Navigator > Benefits > Administer COBRA Benefits > Review Processing Results > Enrollment Report

INPUT / SEARCH CRITERIA:

From Date

Thru Date

Sort Report By

OUTPUT FORMAT:

PDF

Screenshot of the COBRA Enrollment Report Run Control Page

Enrollment Report

Enrollment Report

Run Control ID Enrollment_Report

Report Manager Process Monitor

Run

From Date

Sort Report By EmplId

Thru Date

Save Notify

Add Update/Display

ADDITIONAL INFORMATION:

No Input/Search fields are required fields.

Screenshot of the COBRA Enrollment Report

Report ID: CBR006									
From Date: 01-JAN-2021									
Thru Date: 24-APR-2021									
Benefit Program: 010									
PeopleSoft									
COBRA ENROLLMENT REPORT									
Page No. 1									
Run Date 05/24/2021									
Run Time 13:53:46									
COBRA									
Employee ID	Empl Rcd#	Event ID	Dep ID	Participant Name	Plan Type	Covrg Elect	Benefit Plan	Coverage Coverage	Coverage
								Elect Date	Begin Date
									End Date
	0	1	00		10	E	Single	08/10/2020	11/01/2019
Benefit Program 010 Total: 1									



COBRA Event Summary Report (RBN168)

REVISED: 09/15/2021

DESCRIPTION:

This report provides data about COBRA beneficiaries at the Event Level. The report lists all employees to whom a COBRA event has occurred. The qualified status indicates whether the event is Qualified (QL), Not Qualified (NQ), Not qualified/duplicate (ND) or Qualify Error (QE).

NAVIGATION PATH:

Navigator > Benefits > Administer COBRA Benefits > Review Processing Results > Event Summary Report

INPUT / SEARCH CRITERIA:

From Date
Thru Date
Sort Report By

OUTPUT FORMAT:

PDF

Screenshot of the COBRA Event Summary Report Run Control Page

The screenshot shows the 'Event Summary Report' run control page. At the top, there is a header bar with the title 'Event Summary Report'. Below the header, the page is titled 'Event Summary Report'. On the left, there is a 'Run Control ID' field with the value 'Event_Summary_Report'. To the right of this field are two links: 'Report Manager' and 'Process Monitor'. Further right is a 'Run' button. Below these elements, there are three input fields: 'From Date' with a calendar icon, 'Thru Date' with a calendar icon, and 'Sort Report By' with a dropdown menu showing 'EmplId'. At the bottom left, there are 'Save' and 'Notify' buttons. At the bottom right, there are 'Add' and 'Update/Display' buttons.

ADDITIONAL INFORMATION:

No Input/Search fields are required fields.



Screenshot of the COBRA Event Summary Report

Report ID: CBR005		PeopleSoft COBRA EVENT REPORT						Page No. 1	
For the period 01/01/2021 through 04/30/2021								Run Date 05/24/2021	
								Run Time 13:17:53	
Employee Id	Name	Ben Rcd#	COBRA Event ID	COBRA Event Class	COBRA Event Date	COBRA Process Status	COBRA Qualified Status	BAS Data Change	COBRA Event Conflict
		0	2	DIV	01/01/2021	Closed	Not Qual	N	N
		0	1	OVG	01/01/2021	Open	Qualified	N	N
		0	1	OVG	01/01/2021	Open	Qualified	N	N
		0	1	OVG	02/01/2021	Open	Qualified	N	N
		0	1	TER	01/13/2021	Open	Qualified	N	N
		0	1	DIV	02/01/2021	Open	Qualified	N	N
		0	1	TER	02/01/2021	Open	Qualified	N	N
		0	1	OVG	01/01/2021	Open	Qualified	N	N
		3	1	OVG	02/01/2021	Open	Qualified	N	N
		0	1	OVG	01/01/2021	Open	Qualified	N	N
		0	1	TER	01/05/2021	Closed	Not Qual	N	N
		0	1	OVG	02/01/2021	Open	Qualified	N	N
		0	1	TER	02/01/2021	Open	Qualified	N	N
		0	2	TER	02/01/2021	Open	Qualified	N	N
		0	1	OVG	02/01/2021	Open	Qualified	N	N
		0	1	OVG	01/01/2021	Open	Qualified	N	N



COBRA Initial Letter (RBN190)

REVISED: 09/15/2021

DESCRIPTION:

This letter is generated by OHB and distributed to employees via email with a link to Report offering COBRA coverage as the result of an initial qualifying COBRA event.

NAVIGATION PATH:

Navigator > Benefits > Administer COBRA Benefits > Manage Automated Participation > Create Initial Letter

INPUT / SEARCH CRITERIA:

As of Date
Reprint Letter (checkbox)
'Reprint' Appears on Letters (checkbox)
Reprint ID

OUTPUT FORMAT:

PDF

Screenshot of the COBRA Initial Letter Run Control Page



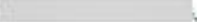

The screenshot shows the 'Create Initial Letter' page in the Cardinal system. The page has a dark blue header with a 'Cardinal Homepage' link and the title 'Create Initial Letter'. Below the header, there's a sub-header 'Create Initial Letter' and a breadcrumb trail 'Run Control ID Create_Initial_Letter'. To the right of the breadcrumb trail are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. The main content area contains an 'As Of Date' field with a calendar icon. Below this is a 'Reprint Parameters' section with two checkboxes: 'Reprint Letter' and ''Reprint' Appears on Letters', and a 'Reprint ID' field with a search icon. At the bottom of the page are four buttons: 'Save', 'Notify', 'Add', and 'Update/Display'.

ADDITIONAL INFORMATION:

As Of Date field is a required field.



Screenshot of the COBRA Initial Letter

INITIAL LETTER		
		
EMILY S. ELLIOTT DIRECTOR	COMMONWEALTH OF VIRGINIA <i>Department Of Human Resource Management</i>	James Monroe Building 101 N. 34th Street, 12th Floor Richmond, Virginia 23219 Tel: (800) 225-2121 (773) 714
06/03/2021		
 HENRICO, VA 23231-7049		
Dear  ,		
<p>This notice has important information about your right to continue your health care coverage in the Medical Plan(s), as well as other health coverage options that may be available to you, including coverage through the Health Insurance Marketplace at www.HealthCare.gov or call 1-800-318-2596. You may be able to get coverage through the Health Insurance Marketplace that costs less than COBRA continuation coverage.</p> <p>Please read the information in this notice very carefully before you make your decision. If you choose to elect COBRA continuation coverage, you should use the election form provided later in this notice.</p> <p>Why am I getting this notice?</p> <p>You're getting this notice because your coverage under the Plan will end on 12/31/2020 due to</p> <ul style="list-style-type: none"><input type="checkbox"/> End of employment<input type="checkbox"/> Reduction in hours of employment resulting in loss of coverage<input checked="" type="checkbox"/> Death of employee or former employee<input type="checkbox"/> Divorce from employee or former employee<input type="checkbox"/> Loss of dependent child status <p>Federal law requires that most group health plans (including this Plan) give employees and their families the opportunity to continue their health care coverage through COBRA continuation coverage when there's a "qualifying event" that would result in a loss of coverage under an employer's plan.</p> <p>What is COBRA continuation coverage?</p> <p>COBRA continuation coverage is the same coverage that the Plan gives to other participants or beneficiaries who aren't getting continuation coverage. Each "qualified beneficiary" (described below) who elects COBRA continuation coverage will have the same rights under the Plan as other participants or beneficiaries covered under the Plan.</p> <p>What is loss of coverage?</p> <p>Loss of coverage includes a change in the terms and conditions of coverage, so some other types of coverage, such as coverage during leave without pay or at retirement, may run concurrently with Extended Coverage/COBRA. Some leaves of absence without pay allow for continuation of the employer contribution toward the cost of coverage. This is an Extended Coverage/COBRA qualifying event since it results in a change in the terms and conditions of coverage. The period after the end of the month in which the reduction-of-hours event takes place will run concurrently with the Extended Coverage/COBRA eligibility period. If you elect to continue coverage with the employer contribution at the start of the Extended Coverage/COBRA period, and that contribution ends prior to the full 18-month eligibility period for the reduction-of-hours event, you may</p>		
	Page 01	0001



COBRA Secondary Letter (RBN191)

REVISED: 09/15/2021

DESCRIPTION:

This letter is generated by OHB and distributed to employees via email with a link to Report offering COBRA coverage as the result of a secondary qualifying COBRA event.

NAVIGATION PATH:

Navigator > Benefits > Administer COBRA Benefits > Manage Automated Participation > Create Secondary Letter

INPUT / SEARCH CRITERIA:

As Of Date
Reprint Letter (checkbox)
'Reprint' Appears on Letters (checkbox)
Reprint ID

OUTPUT FORMAT:

PDF

Screenshot of the COBRA Secondary Letter Run Control Page


The screenshot shows the 'Create Secondary Letter' page. At the top, there is a dark blue header with the text 'Create Secondary Letter'. Below the header, the page title 'Create Secondary Letter' is displayed. Underneath the title, there is a 'Run Control ID' field with the value 'Create_Secondary_Letter'. To the right of this field are two links: 'Report Manager' and 'Process Monitor'. Further right is a 'Run' button. Below these elements is a horizontal line. Under the line, there is an 'As Of Date' field with a calendar icon. Below the 'As Of Date' field is a 'Reprint Parameters' section. This section contains two checkboxes: 'Reprint Letter' and ''Reprint' Appears on Letters'. Below these checkboxes is a 'Reprint ID' field with a search icon. At the bottom of the page, there are four buttons: 'Save', 'Notify', 'Add', and 'Update/Display'.

ADDITIONAL INFORMATION:

As Of Date field is a required field.



Screenshot of the COBRA Secondary Letter

SECONDARY LETTER									
									
EMILY S. ELLIOTT DIRECTOR	COMMONWEALTH OF VIRGINIA <i>Department Of Human Resource Management</i>								
	James Monroe Building 101 N. 14 th Street, 12 th Floor Richmond, Virginia 23219 Tel: (804) 225-2131 (TTY) 711								
	EmplID: C0000000006 Benefit Rcd#: 0 Event ID: 2 Related EmplID: <input type="text"/> Related ID: 02								
10/29/2020									
<input type="text"/>									
Dear <input type="text"/> ,									
On 10/01/2020, you experienced a secondary qualifying event, Medicare Entitlement. Your COBRA benefits have been extended to the maximum COBRA continuation coverage period and will now continue until:									
<table border="1"><thead><tr><th>Plan Type</th><th>Benefit Plan</th><th>Coverage Code</th><th>Coverage End Date</th></tr></thead><tbody><tr><td>* Medical</td><td>ACC4</td><td>Single</td><td>03/31/2022</td></tr></tbody></table>	Plan Type	Benefit Plan	Coverage Code	Coverage End Date	* Medical	ACC4	Single	03/31/2022	
Plan Type	Benefit Plan	Coverage Code	Coverage End Date						
* Medical	ACC4	Single	03/31/2022						
* Automatic Enrollment as of event date - COBRA enrollment during initial event occurred as dependent of another COBRA participant									
Your benefits will continue to the date(s) listed above unless any one of the following events occur:									
<ul style="list-style-type: none">- you become a covered individual under any group health plan- you fail to pay the monthly charge for the elected coverage- our Employee health plan(s) is no longer in force for all active employees									
Should you have any questions, you may contact me at the address below.									
Sincerely,									
Office of Health Benefits - DHRM COBRA Administrator									
101 N. 14th Street, 12th Fl Richmond, VA 23219 804/225-2131									



COBRA Termination Letter (RBN192)

REVISED: 09/15/2021

DESCRIPTION:

This letter is generated by Cardinal and mailed to employees whose COBRA coverage has been involuntarily terminated.

NAVIGATION PATH:

Navigator > Benefits > Administer COBRA Benefits > Terminate COBRA Coverage > Create Termination Letter

INPUT / SEARCH CRITERIA:

Start Date
End Date
Reprint Letter (checkbox)
'Reprint' Appears on Letters (checkbox)
Reprint ID

OUTPUT FORMAT:

PDF

Screenshot of the COBRA Termination Letter Run Control Page




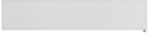
The screenshot shows the 'Create Termination Letter' interface. At the top, there is a dark blue header bar with the text 'Create Termination Letter'. Below this, the main content area has a title 'Create Termination Letter' on the left. To the right of the title, there are two links: 'Report Manager' and 'Process Monitor'. Further right is a 'Run' button. Below the title, there is a 'Run Control ID' field with the value 'Create_Termination_Letter'. Below this, there are two date pickers for 'Start Date' and 'End Date'. Below the date pickers, there is a 'Reprint Parameters' section with two checkboxes: 'Reprint Letter' and ''Reprint' Appears on Letters'. Below these checkboxes is a 'Reprint ID' field with a search icon. At the bottom left, there are 'Save' and 'Notify' buttons. At the bottom right, there are 'Add' and 'Update/Display' buttons.

ADDITIONAL INFORMATION:

No Input/Search fields are required fields.



Screenshot of the COBRA Termination Letter

TERMINATION LETTER		
EMILY S. ELLIOTT DIRECTOR	COMMONWEALTH OF VIRGINIA <i>Department Of Human Resource Management</i>	James Monroe Building 101 N. 14 th Street, 12 th Floor Richmond, Virginia 23219 Tel: (804) 225-2131 (TTY) 711
01/06/2021		
	EmplID:	
	Benefit Rcd#:	0
	Event ID:	2
	Related ID:	01
To: 		
This is to notify you that your COBRA coverages listed below will terminate as of the date(s) indicated for the reason listed.		
Plan Type	Termination Date	Termination Reason
Medical	02/01/2021	Covered by Another Plan
Claims incurred after the date your COBRA continuation coverage terminates (see date above) will not be paid by the Plan. If you have any questions about this notice or COBRA continuation coverage, Please contact		
Office of Health Benefits - DHRM COBRA Administrator		
101 N. 14th Street, 12th Fl Richmond, VA 23219 804/225-2131		



Dependent Approval Report (RBN301)

REVISED: 09/15/2021

DESCRIPTION:

This report lists employees and associated dependents approaching an age-related milestone that requires health care enrollment changes to remain compliant with policy. Report also identifies outstanding approvals for new dependents and disabled dependents that may need to be re-certified as disabled.

NAVIGATION PATH:

Navigator > Benefits > Reports > Audits > Dependent Approval Report

INPUT / SEARCH CRITERIA:

Company (Leave Blank for All)
Report Type Parameter (checkboxes)

OUTPUT FORMAT:

PDF

Screenshot of the Dependent Approval Report Run Control Page

The screenshot shows the 'Dependant Approval Report' run control page. At the top, there is a header bar with the title 'Dependant Approval Report'. Below this, a tab labeled 'Dependent Approval Report' is selected. The page displays the 'Run Control ID' as 'Dependent_Approval_Report'. To the right of the ID are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. Below this, the 'Process Request Parameter(s)' section contains a search box for 'Company (Leave Blank for All)' with a magnifying glass icon. Underneath the search box are five checkboxes: 'Dependent Waiting Approval', 'Retired or Tricare Employees Approaching 65', 'Dependent of Retirees/Tricare employees Approaching 65', 'Dependent Child Approaching 26', and 'Disabled Over-Age Dependent Child'. At the bottom of the page, there are four buttons: 'Save', 'Notify', 'Add', and 'Update/Display'.

ADDITIONAL INFORMATION:

A Report Type **Parameter** field is a required field.



Screenshot of the Dependent Approval Report

Dependent Waiting Approval													
Company	Employee ID	Ben Record	Last Name	First Name	Middle Name	Depend/Benef	Dep Last	Dep First	Dep Middle	DEP DOB	Relation	Disabled	Disabled of Date
ABC		0			L	01			R		SS	N	
D69		0			A	01					X	N	
DEM		0			K	01			C		X	N	
DEM		0				01			Wifred		SP	N	
DLS		0			HELEN	02					SP	N	
DLS		0			L	02					C	N	
DMV		0			L	01			L		C	N	
DMV		0			L	03			N		C	N	
DMV		0			L	04			L		SP	N	
DOC		0				01					SP	N	
DOC		0				02					C	N	
DOC		0				03					C	N	



Dependent/Beneficiary Audit Report (RBN056, BEN734)

REVISED: 09/15/2021

DESCRIPTION:

This report lists employees not compliant with court-ordered dependent benefit coverage or minimum spousal coverage.

NAVIGATION PATH:

Navigator > Benefits > Reports > Audits > Court Ordered Coverage Audit

INPUT / SEARCH CRITERIA:

As of Date
Plan Type (checkboxes)
Audit Type (checkboxes)

OUTPUT FORMAT:

PDF

Screenshot of the Dependent/Beneficiary Rider Audit Report Run Control Page

[< Create Initial Letter](#)

Court Ordered Coverage Audit

Court Ordered Coverage Audit

Run Control ID Court_Ordered_Coverage_Audit

Report Manager Process Monitor

Run

Language English

As Of Date

Plan Type

☒ Health☒ Life☒ Savings☒ Pension

Audit Type

☒ Missing Elections☒ Uncovered Individuals☒ Spousal Allocation

SaveNotify

AddUpdate/Display

ADDITIONAL INFORMATION:

No Input/Search fields are required fields.



Screenshot of the Dependent/Beneficiary Rider Audit Report

Report ID: BEN734		PeopleSoft		Page No. 1	
		DEPENDENT/BENEFICIARY RIDER AUDIT		Run Date 05/24/2021	
As Of Date: 04/30/2021				Run Time 11:03:03	
Selected Plan Types: Health: '1%', Life and AD/D: '2%', Savings: '4%', Pension: '8%'					
Audit: Employees who have not enrolled in court-ordered coverage					
Emplid	Name	Plan	ID	Dependent / Beneficiary	Court Order Information
=====	=====	===	==	=====	=====
		10	01		VA 9876543 11/11/2020
		10	01		VA 123456 11/19/2020



Dependent/Beneficiary Election Report (RBN048)

REVISED: 09/15/2021

DESCRIPTION:

This report lists all dependents, along with benefit elections made by the participant for the dependent. Report includes sections for the plan type and amount.

NAVIGATION PATH:

Navigator > Benefits > Manage Automated Enrollment > Participant Enrollment > Dep/Beneficiary Election Rpt

INPUT / SEARCH CRITERIA:

Schedule ID

OUTPUT FORMAT:

PDF

Screenshot of the Dependent/Beneficiary Election Report Run Control Page

The screenshot shows a web application interface for the "Dep/Beneficiary Election Rpt". At the top, a dark blue header bar contains the text "Dep/Beneficiary Election Rpt". Below this, the main content area has a title "Dep/Beneficiary Election Rpt". Under the title, there are two fields: "Run Control ID" with the value "Dep_Beneficiary_Election_Rpt" and "Language" with a dropdown menu set to "English". To the right of these fields are two links, "Report Manager" and "Process Monitor", and a "Run" button. Below these fields is a "Schedule ID" field with a search icon and a note "(Leave blank for all schedules)". At the bottom of the form, there are four buttons: "Save", "Notify", "Add", and "Update/Display".

ADDITIONAL INFORMATION:

No Input/Search fields are required fields.



Screenshot of the Dependent/Beneficiary Election Report

Report ID: BAS007		PeopleSoft				Page No. 1	
Schedule Id:0721 (OE July 2021)		Dependent/Beneficiary Elections Report				Run Date 05/20/2021	
Benefit Program:SAL (Salaried Employee Benefit Pgm)						Run Time 14:09:10	
Employee ID	Employee Name	Dep ID	Dependent/Beneficiary Name	Event Date	Plan Type	Ben Flat Pct Amt	Excess Contingent
		01		07/01/2021	10-Medical		
		01		07/01/2021	10-Medical		
		02		07/01/2021	10-Medical		
		01		07/01/2021	10-Medical		
		01		07/01/2021	10-Medical		
		01		07/01/2021	10-Medical		
		03		07/01/2021	10-Medical		
		05		07/01/2021	10-Medical		
		06		07/01/2021	10-Medical		
		02		07/01/2021	10-Medical		
		01		07/01/2021	10-Medical		
		01		07/01/2021	10-Medical		
		03		07/01/2021	10-Medical		
		01		07/01/2021	10-Medical		
		01		07/01/2021	10-Medical		
		01		07/01/2021	10-Medical		
		01		07/01/2021	10-Medical		
		03		07/01/2021	10-Medical		
		01		07/01/2021	10-Medical		



Eligible Participants Report (RBN039)

REVISED: 09/15/2021

DESCRIPTION:

This report shows eligible participants by schedule and benefit program, employees who are eligible to participate in company benefit programs with details on plan and option eligibility.

NAVIGATION PATH:

Navigator > Benefits > Manage Automated Enrollment > Investigate Exceptions > Eligible Participants Rpt

INPUT / SEARCH CRITERIA:

Schedule ID
Include Option Detail (checkbox)

OUTPUT FORMAT:

PDF

Screenshot of the Eligible Participants Report Run Control Page

The screenshot shows the 'Eligible Participants Rpt' run control page. At the top, there is a navigation bar with a link to 'Cardinal Homepage' and the title 'Eligible Participants Rpt'. Below the navigation bar, the page title 'Eligible Participants Rpt' is displayed. The main content area contains several controls: a 'Run Control ID' field with the value 'Eligible_Participants_Rpt', a 'Language' dropdown menu set to 'English', and a 'Run' button. Below these, there is a 'Schedule ID' search field with a magnifying glass icon and a note '(Leave blank for all schedules)'. There is also an unchecked checkbox labeled 'Include Option Detail'. At the bottom of the page, there are five buttons: 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

ADDITIONAL INFORMATION:

No Input/Search fields are required fields.



Screenshot of the Eligible Participants Report

Report ID: BAS001		PeopleSoft		Eligible Participants Report		Page No. 1
Schedule Id:0721 (OE July 2021)						Run Date 05/20/2021
Benefit Program:SAL (Salaried Employee Benefit Pgm)						Run Time 10:21:03
Employee ID	Name	Effective Date	Plan Type	Plan Description		
=====		=====	=====	=====		
		07/01/2021	10	Medical		
			60	FSA Med		
			61	FSA Dcare		
			AZ	FSA Fee		
		07/01/2021	10	Medical		
			60	FSA Med		
			61	FSA Dcare		
			AZ	FSA Fee		
		07/01/2021	10	Medical		
			60	FSA Med		
			61	FSA Dcare		
			AZ	FSA Fee		
		07/01/2021	10	Medical		
			60	FSA Med		
			61	FSA Dcare		
			AZ	FSA Fee		
		07/01/2021	10	Medical		
			60	FSA Med		
			61	FSA Dcare		
			AZ	FSA Fee		
		07/01/2021	10	Medical		
			60	FSA Med		
			61	FSA Dcare		
			AZ	FSA Fee		
		07/01/2021	10	Medical		
			60	FSA Med		
			61	FSA Dcare		
			AZ	FSA Fee		
		07/01/2021	10	Medical		
			60	FSA Med		
			61	FSA Dcare		
			AZ	FSA Fee		
		07/01/2021	10	Medical		
			60	FSA Med		
			61	FSA Dcare		
			AZ	FSA Fee		
		07/01/2021	10	Medical		
			60	FSA Med		
			61	FSA Dcare		
			AZ	FSA Fee		



Employer Cash Match Error Report (RPY373)

REVISED: 09/15/2021

DESCRIPTION:

This report lists employees for whom the Employer Cash Match Enrollment program corrected the 457 deferred compensation plan enrollment, hybrid voluntary plan or 403(b) annuity plan enrollment to comply with employer cash match rules. Report also lists minimum contribution errors, which may require agency action to correct.

NAVIGATION PATH:

Navigator > Benefits > Reports > Employer Cash Match Error Rpt

INPUT / SEARCH CRITERIA:

From Date
Thru Date
Company

OUTPUT FORMAT:

PDF

Screenshot of the Employer Cash Match Error Report Run Control Page

The screenshot shows the 'Employer Cash Match Error Rpt' run control page. At the top, there is a navigation bar with 'Cardinal Homepage' and 'Employer Cash Match Error Rpt'. Below this, there is a 'Run Control ID' field with the value 'Employer_Cash_Match_Report' and a 'Report Manager' link. To the right, there is a 'Process Monitor' link and a 'Run' button. Below the 'Run Control ID' field, there is a 'Parameters' section. This section contains two date pickers: '*From Date' and '*Thru Date'. Below these, there is a search bar with a magnifying glass icon and a '1-1 of 1' dropdown. Below the search bar, there is a table with two columns: 'Company' and 'Description'. The table has one row with the number '1' in the first column. To the right of the table, there are '+' and '-' buttons. At the bottom of the page, there are 'Save', 'Notify', 'Add', and 'Update/Display' buttons.

Company	Description
1	

ADDITIONAL INFORMATION:

From Date and Thru Date fields are required fields.



Screenshot of the Employer Cash Match Error Report

Report ID: RPY373

Commonwealth of Virginia

EMPLOYER CASH MATCH ERROR REPORT

Run Date: 09/14/2021

Run Time: 11:46 00

Page No. 1 of 91

Company : ABC - Alcoholic Beverage Control

From Date: 01/01/2019

TO Date : 09/01/2021

Plan enrollment errors listed have been identified and corrected by Employer Cash Match Enrollment program. Review for accuracy.
Contribution amount errors are identified for line agency action. No changes were made by Employer Cash Match Enrollment program.

Empl ID	Name	Empl Rcd	Empl Type	Ben Prog	Months & Pays	Hybrid Vol Plan	Plan Type	Original Ben Plan	Corrected Ben Plan	Error Message
		0	S	SAL	12-24		49	457PNM	457P24	Salaried employee should have 457 cash match.
		0	S	SAL	12-24		49	457PNM	457P24	Salaried employee should have 457 cash match.
		0	S	SAL	12-24		49	457PNM	457P24	Salaried employee should have 457 cash match.
		0	S	SAL	12-24		49	457PNM	457P24	Salaried employee should have 457 cash match.
		0	S	SAL	12-24		49	457PNM	457P24	Salaried employee should have 457 cash match.
		0	S	SAL	12-24		49	457PNM	457P24	Salaried employee should have 457 cash match.
		0	S	SAL	12-24		49	457PNM	457P24	Salaried employee should have 457 cash match.
		0	S	SAL	12-24		49	457PNM	457P24	No benefit plan found for employee Months and Pay Periods value. Plan election set for 24 pay periods. Verify and correct employee Months and Pay Periods value. Update 457 plan election if necessary.
		0	S	SAL	12-24		49	457PNM		Salaried employee should have 457 cash match.
		0	S	SAL	12-24		49	457PNM		Salaried employee should have 457 cash match.
		0	S	SAL	12-24		49	457PNM	457P24	No benefit plan found for employee Months and Pay Periods value. Plan election set for 24 pay periods. Verify and correct employee Months and Pay Periods value. Update 457 plan election if necessary.
		0	S	SAL	12-24		49	457PNM	457P24	Salaried employee should have 457 cash match.
		0	S	SAL	12-24		49	457PNM	457P24	Salaried employee should have 457 cash match.



FBMC Upload Error Report (RHR147)

REVISED: 09/15/2021

DESCRIPTION:

This report lists employees on the semi-monthly Fringe Benefits Management Company (FBMC) Enrollment Data Upload file whose annuity or miscellaneous insurance changes were not loaded to Cardinal. Report includes the applicable error/warning message and enrollment information necessary to allow manual entry into Cardinal.

NAVIGATION PATH:

Navigator > Benefits > Reports > FBMC Upload Error Report

INPUT / SEARCH CRITERIA:

Effective Date From
Effective Date To
State Payroll Office Totals (checkbox)
Company

OUTPUT FORMAT:

PDF

Screenshot of the FBMC Upload Error Report Run Control Page

The screenshot shows the 'FBMC Upload Error Report' run control page. At the top, there's a header bar with the title 'FBMC Upload Error Report'. Below this, a green tab labeled 'FBMC Upload Error Report' is active. The main area contains a 'Run Control ID' field with the value 'FBMC_Upload_Error_Report', and links for 'Report Manager' and 'Process Monitor'. A 'Run' button is located on the right. Below this, the 'FBMC Upload Error Report' title is repeated. Underneath, the 'Report Filters' section includes fields for '*Effective Date From' and '*Effective Date To', both with calendar icons, and a checkbox for 'State Payroll Office Totals'. A table with one row is displayed, showing 'Company' and 'Description' columns. The table has a search icon and a 'View All' link. At the bottom, there are 'Save', 'Add', and 'Update/Display' buttons.


Company	Description
1	

ADDITIONAL INFORMATION:

Effective Date from and Effective Date To fields are required fields.



Screenshot of the FBMC Upload Error Report



Report ID: RHR147

Commonwealth of Virginia

FBMC UPLOAD ERROR REPORT

Run Date: 06/03/2021

Run Time: 03:59 00

FILE PROCESSED DATE FROM 01-JAN-2021 TO 30-JUN-2021

Page No. 1 of 35

EMP	EMPLID	LAST NAME	EFF DATE	POST-TAX GEN DED	FBMC FEE	DOA FEE	403B TYPE	403B AMOUNT	CATCHUP AMOUNT	TOTAL AMOUNT	ROTH TYPE	ROTH TAX AMT	POST ERROR MSG
			04/01/2020	0.00	0.00	0.00 %		0.00	0.00	0.00 %		0.00	Election not processed, No Match on EMPLID or SSN, research and update manually.
			04/01/2020	0.00	0.00	0.00 %		0.00	0.00	0.00 %		0.00	Company doesn't exist in Default Mapping Record.
			04/01/2020	0.00	0.00	0.00 %		0.00	0.00	0.00 %		0.00	Election not processed, Both EMPLID and SSN not found on incoming file.
			04/01/2020	0.00	0.00	0.00 %		0.00	0.00	0.00 %		0.00	FBMC Agency 00100 does not use Cardinal Payroll.
			04/01/2020	8.92	0.00	0.00 %		0.00	0.00	0.00 %		0.00	Benefit Plan Error - Employee either didn't have benefit eligibility or missing benefit mapping in Cardinal
			04/01/2020	8.92	0.00	0.00 %		0.00	0.00	0.00 %		0.00	Election not processed, No Match on EMPLID or SSN, research and update manually.
			04/01/2020	8.92	0.00	0.00 %		0.00	0.00	0.00 %		0.00	Company doesn't exist in Default Mapping Record.
			04/01/2020	8.92	0.00	0.00 %		0.00	0.00	0.00 %		0.00	FBMC Agency 00200 does not use Cardinal Payroll.
			04/01/2020	8.92	0.00	0.00 %		0.00	0.00	0.00 %		0.00	Invalid company for the Employee in Cardinal . Please Research and Manually Update.
			04/01/2020	20.00	0.00	0.00 %		35.00	0.00	35.00 %		0.00	Company doesn't exist in Default Mapping



Flagged Participants Report (RBN050)

REVISED: 09/15/2021

DESCRIPTION:

This report lists benefit events that have had job or address eligibility information changes, events that have been processed out of sequence, and events that have been disconnected during processing. Report includes sections for each type of flag and displays the benefit event details as well as employee information.

NAVIGATION PATH:

Navigator > Benefits > Manage Automated Enrollment > Investigate Exceptions > Report On Flagged Items

INPUT / SEARCH CRITERIA:

Schedule ID
From Date
Thru Date
Include Summary (checkbox)
Flagged Reason(s) (checkboxes)

OUTPUT FORMAT:

PDF

Screenshot of the Flagged Participants Report Run Control Page

The screenshot shows the 'Report On Flagged Items' run control page. At the top, there's a header 'Report On Flagged Items'. Below it, the page title 'Report On Flagged Items' is repeated. The page contains several input fields and checkboxes. The 'Run Control ID' is 'Report_On_Flagged_Items'. The 'Language' is set to 'English'. There are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. The 'Schedule ID' field has a search icon and a hint '(Leave blank for all schedules)'. The 'From Date' and 'Thru Date' fields have calendar icons. There is an 'Include Summary' checkbox. The 'Report Participants Flagged for' section contains five checkboxes: 'Address Eligibility Changed', 'MultiJob Indicator Changed', 'Job Eligibility Changed', 'Event Disconnected', and 'Event Out of Sequence'. At the bottom, there are 'Save', 'Notify', 'Add', and 'Update/Display' buttons.

Report On Flagged Items

Run Control ID Report_On_Flagged_Items Report Manager Process Monitor Run

Language English

Schedule ID (Leave blank for all schedules)

From Date

Thru Date

☐ Include Summary

Report Participants Flagged for

☐ Address Eligibility Changed ☐ Event Disconnected

☐ MultiJob Indicator Changed ☐ Event Out of Sequence

☐ Job Eligibility Changed

Save Notify Add Update/Display

ADDITIONAL INFORMATION:

From Date and **Thru Date** fields are required fields. **Thru Date** defaults to current day, but can be updated.

At least one of the **Report Participants Flagged for** reason checkboxes is a required field.



Screenshot of the Flagged Participants Report

Report ID: BAS008									
PeopleSoft									
FLAGGED PARTICIPANTS - ADDRESS ELIGIBILITY DATA CHANGED									
For the period 01/01/2021 through 05/20/2021									
Page No. 1									
Run Date 05/20/2021									
Run Time 14:59:13									
Nbr	Sched ID	Employee ID	Employee Name	Ben Rcd#	Event ID	Event Date	Event Status	Process Status	Address Eligibility Data Flagged Dt EffDt
1	2107			0	0	07/01/2021	C	FE	05/05/2021 04/21/2021
2	2107			0	0	07/01/2021	C	FE	05/05/2021 04/21/2021
3	2107			1	0	07/01/2021	V	PR	05/06/2021 04/21/2021
4	EM00			0	1	06/01/2020	O	PR	03/03/2021 12/16/1982
5	EM00			0	1	12/01/2020	C	FE	03/01/2021 12/01/2020
6	SNAP			0	0	11/09/2019	C	PR	03/01/2021 08/28/2019



FSA Contribution Election Audit Report (RBN238)

REVISED: 09/15/2021

DESCRIPTION:

This report lists employees who make a midyear enrollment or midyear change to their Flexible Spending Account (FSA) annual election that could result in a suspension of their deduction, due to an Internal Revenue Service (IRS) calendar year limit.

NAVIGATION PATH:

Navigator > Benefits > Reports > Audits > FSA Contrib Election Audit

INPUT / SEARCH CRITERIA:

Enrollment As of Date

OUTPUT FORMAT:

Excel

Screenshot of the FSA Contribution Election Audit Report Run Control Page

FSA Contrib Election Audit

Run Control ID: FSA_Contrib_Election_Audit

[Report Manager](#)

[Process Monitor](#)

Run

Process Request Parameter(s)

*Enrollment As of Date

Save

Notify

Add

Update/Display

ADDITIONAL INFORMATION:

Enrollment As of Date field is a required field.



Screenshot of the FSA Contribution Election Audit Report

EMPLID	Emp Rcd	Benefit Record	Name	Phone	Email	Company	Department	Location	EFF Date	Plan	Plan Year Max	Annual PY Pledge	PY YTD Balance	PY Remaining Balances	CY Remaining Pays	Period Deduction	Current CY Balance	Reported Overages
	0	0				DOT	Right of Way Hampton Roads	Dept of Transportation	2019-07-01	FLXME D	2750	2160	0	2160	45	65.45	0	195.25
	0	0				SOV	Fund 1 LA	Senate of Virginia	2019-07-01	FLXME D	2750	1800	0	1800	21	200	0	1450
	0	0				VS												
	0	0				VS	Administration	Virginia State Bar	2019-07-01	FLXME D	2750	2544	0	2544	26	181.71	0	1974.46
	0	0				VS	Administration	Virginia State Bar	2019-07-01	FLXME D	2750	1992	0	1992	26	142.29	0	949.54
	0	0				VS	Administration	Virginia State Bar	2019-07-01	FLXME D	2750	1800	0	1800	26	128.57	0	592.82
	0	0				VS	Administration	Virginia State Bar	2019-07-01	FLXME D	2750	2688	0	2688	26	192	0	2242
	0	0				VS	Bar Services	Virginia State Bar	2019-07-01	FLXME D	2750	2688	0	2688	26	192	0	2242
	0	0				VS	Clerk of the Disc System	Virginia State Bar	2019-07-01	FLXME D	2750	2040	0	2040	26	145.71	0	1038.46
	0	0				VS	Clerk of the Disc System	Virginia State Bar	2019-07-01	FLXME D	2750	2592	0	2592	26	185.14	0	2063.64
	0	0				VS	Communication	Virginia State Bar	2019-07-01	FLXME D	2750	2688	0	2688	26	192	0	2242
	0	0				VS	Discipline	Virginia State Bar	2019-07-01	FLXME D	2750	1920	0	1920	26	137.14	0	815.64



Health Benefit Recon Exception Report (RHR070)

REVISED: 09/15/2021

DESCRIPTION:

This report lists all employees for whom a variance was identified between the expected health premium amounts, based on employee elections in Benefits, with the actual health premiums collected through Payroll. Report also lists employees whose Health Premium Reward processed through Payroll does not match the Health Premium Reward enrollment in Benefits.

NAVIGATION PATH:

Navigator > Benefits > Reports > Health Benefit Recon Exception

INPUT / SEARCH CRITERIA:

Year
Month
Business Unit

OUTPUT FORMAT:

PDF

Screenshot of the Health Benefit Recon Exceptions Report Run Control Page

Health Benefit Recon Exception

Run Control ID Health_Benefit_Recon_ExceptionReport ManagerProcess MonitorRun

Parameters

*Year *Month

Business Unit Selection

1-1 of 1

Business Unit	Agency Description		
1		+	-


SaveNotifyAddUpdate/Display

ADDITIONAL INFORMATION:

Year and Month fields are required fields.



Screenshot of the Health Benefit Recon Exceptions Report



Commonwealth of Virginia

HEALTH BENEFITS RECON EXCEPTIONS REPORT

Report ID: RHR070

Business Unit: 15600 - Department of State Police

Benefit Group ID: DSP010000

Coverage Year: 2020

Coverage Month: January

Health Plan	Employee Name	EMPLID	Cvg Cd	Ded Cls	Expected Premium	Collected Premium	GL Actvy Charge (Credit)	Pending Arrears	Arrears Paid Back	Refunds Processed
Deduction: CoVA Care										
ACC0	02PY0707,Emplid 3 Redo bz		1	B	687.00	0.00	687.00	0.00	0.00	0.00
	02PY0707,Emplid 3 Redo bz		1	N	92.00	0.00	92.00	0.00	0.00	0.00
ACC0 Total							779.00			



Health Plan Participants Report (RBN054)

REVISED: 09/15/2021

DESCRIPTION:

This report lists active health plan participants as of a specified date. Report also displays Coverage Begin Date, Coverage End Date, and COBRA Event ID.

NAVIGATION PATH:

Navigator > Benefits > Reports > Participation > Health Plan Participants

INPUT / SEARCH CRITERIA:

As of Date

OUTPUT FORMAT:

PDF

Screenshot of the Health Plan Participants Report Run Control Page

Health Plan Participants

Health Plan Participants

Run Control ID

Health_Plan_Participants

Language

English

Report Manager

Process Monitor

Run

As Of Date

Save

Notify

Add

Update/Display

ADDITIONAL INFORMATION:

No Input/Search fields are required fields.



Screenshot of the Health Plan Participants Report

Report ID: BEN001					PeopleSoft					Page No. 1				
Company: A01 Lee County - DSS					Health Plan Participants					Run Date 05/20/2021				
Setid: STATE										Run Time 16:03:51				
Provider: Anthem Blue Cross Blue Shield														
AsOfDate: 05/20/2021														
Plan Type	Benefit Plan	Department ID	Department Name	Employee Name	Employee ID	Empl Status	Empl Type	Reg/Temp	Full/Part	Pay Group	Coverage	Coverage Begin	Coverage End	COBRA Evt ID
Medical	001KAExpC	047001000	047001000			A	S	R	F	MNP	Single	07/01/2017		0
Medical	001KAExpC	047001000	047001000			A	S	R	F	MNP	EE+Spouse	10/01/2017		0
Medical	001KAExpC	047001000	047001000			A	S	R	F	MNP	Single	03/01/2014		0
Medical	001KAExpC	047001000	047001000			A	S	R	F	MNP	Single	06/01/2019		0
Medical	001KAExpC	047001000	047001000			A	S	R	F	MNP	Family	06/01/2018		0
Medical	001KAExpC	047001000	047001000			A	S	R	F	MNP	Family	05/01/2014		0
Medical	001KAExpC	047001000	047001000			A	S	R	F	MNP	EE+Spouse	07/01/2013		0
Medical	001KAExpC	047001000	047001000			A	S	R	F	MNP	EE+Spouse	07/01/2013		0
Medical	001KAExpC	047001000	047001000			A	S	R	F	MNP	Single	07/01/2013		0
Medical	001KAExpC	047001000	047001000			A	S	R	F	MNP	Family	01/01/2017		0
Medical	001KAExpC	047001000	047001000			A	S	R	F	MNP	EE+Spouse	02/01/2015		0
Medical	001KAExpC	047001000	047001000			A	S	R	F	MNP	Single	07/01/2013		0
Medical	001KAExpC	047001000	047001000			A	S	R	F	MNP	Emp+Child	07/01/2013		0
Medical	001KAExpC	047001000	047001000			A	S	R	F	MNP	EE+Spouse	07/01/2013		0
Medical	001KAExpC	047001000	047001000			A	S	R	F	MNP	Single	10/01/2019		0
Medical	001KAExpC	047001000	047001000			A	S	R	F	MNP	EE+Spouse	07/01/2013		0
Medical	001KAExpC	047001000	047001000			A	S	R	F	MNP	Single	01/01/2019		0
Medical	001KAExpC	047001000	047001000			A	S	R	F	MNP	EE+Spouse	07/01/2013		0
Medical	001KAExpC	047001000	047001000			A	S	R	F	MNP	Emp+Child	11/01/2015		0
Medical	001KAExpC	047001000	047001000			A	S	R	F	MNP	Single	07/01/2013		0
Medical	001KAExpC	047001000	047001000			A	S	R	F	MNP	Single	07/01/2013		0
Medical	001KAExpC	047001000	047001000			A	S	R	F	MNP	EE+Spouse	07/01/2013		0
Medical	001KAExpC	047001000	047001000			A	S	R	F	MNP	Family	01/01/2017		0



HMO Risk Equalization Report (RBN290)

REVISED: 09/15/2021

DESCRIPTION:

This report details the payment due to the suppliers, as well as the current enrollment by gender and age tier, for the current billing month. This report is attached to the payment and sent to the supplier and this report identifies enrollment counts and total dollars owed for the current billing month.

NAVIGATION PATH:

Navigator > Benefits > Reports > Participation > HMO Risk Equalization

INPUT / SEARCH CRITERIA:

Billing Date
Vendor Selection (checkbox)
Premium Rates

OUTPUT FORMAT:

PDF

Screenshot of the HMO Risk Equalization Report Run Control Page


The screenshot shows the 'HMO Risk Equalization' report run control page. At the top, there is a navigation bar with '< Cardinal Homepage' and 'HMO Risk Equalization'. Below this, a green tab labeled 'HMO Risk Equalzn' is active. The main content area has a header with 'Run Control ID HMO_Risk_Equalization', links for 'Report Manager' and 'Process Monitor', and a 'Run' button. Below the header, the title 'HMO Risk Equalization Report' is displayed. The 'Report Only Processing' section contains a form with the following fields: '*Billing Date' (calendar icon), 'Vendor Selection' (radio buttons for 'KAISER' and 'OPTIMA'), and 'Premium Rates' (a sub-section with two rows: 'Kaiser' and 'Optima', each containing '*Single', '*EE + 1', and '*Family' input fields). At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

ADDITIONAL INFORMATION:

Billing Date, Kaiser and Optima fields are required fields.



Screenshot of the HMO Risk Equalization Report



Cardinal

Commonwealth of Virginia

HMO RISK Equalization

Run Date

06/03/2021

Run Time

4:23:45 PM

Report ID: BN290

Page

1 of 1

Calculation Of Premium

OPTIMA

Premium Rates

786

1454

2106

1-Aug-20

Active Contracts

Male	EE Age Range	Single	EE+1	Family	Total
	LESS THAN 30	0	0	0	0
	30-39	1	1	0	2
	40-44	0	0	0	0
	45-49	0	0	4	4
	50-54	0	0	0	0
	55-59	2	0	0	2
	60-64	0	1	0	1
	65+	0	1	0	1
Female	EE Age Range	Single	EE+1	Family	Total
	LESS THAN 30	2	0	0	2
	30-39	0	1	0	1
	40-44	0	0	0	0
	45-49	0	0	0	0
	50-54	2	1	0	3
	55-59	1	0	0	1
	60-64	1	2	0	3
	65+	0	0	0	0
Active Total	9	7	4	20	

Active Premium: \$ 25,676.00



ICMA-RC Upload Error Report (RHR148)

REVISED: 09/15/2021

DESCRIPTION:

This report lists employees on the monthly International City/County Management Association (ICMA-RC) Upload file whose deferred compensation changes were not loaded to Cardinal. Report includes the applicable error/warning message and enrollment information necessary to allow manual entry into Cardinal.

NAVIGATION PATH:

Navigator > Benefits > Reports > ICMA Upload Error Report

INPUT / SEARCH CRITERIA:

Effective Date (1st Of The Month)

State Payroll Office Totals (checkbox)

Company

OUTPUT FORMAT:

PDF

Screenshot of the ICMA-RC Upload Error Report Run Control Page

The screenshot shows the 'ICMA Upload Error Report' run control page. At the top, there's a header bar with the title 'ICMA Upload Error Report'. Below it, a tab labeled 'ICMA Error Report' is selected. The page displays the 'Run Control ID' as 'ICMA_Upload_Error_Report' and includes links for 'Report Manager' and 'Process Monitor'. A 'Run' button is located in the top right corner. Under the 'Process Request Parameters' section, there is a field for '*Effective Date' with a calendar icon and a dropdown set to '(1st Of The Month)'. Below this is a checkbox for 'State Payroll Office Totals'. A table with one row is visible, showing a 'Company' column and a 'Description' column. The table has a search bar and a 'View All' link. At the bottom, there are buttons for 'Save', 'Add', and 'Update/Display'.


Company	Description
1	

ADDITIONAL INFORMATION:

Effective Date field is a required field.



Screenshot of the ICMA-RC Upload Error Report



Report ID: RHR148

Commonwealth of Virginia

ICMA-RC UPLOAD ERROR REPORT

Run Date: 05/26/2021

Run Time: 04:45 00

EFFECTIVE DATE - 11/01/2020

Page No. 1 of 3

CMP	EMPLID	NAME	BEN PLAN	COVG ELCT	PRE-TAX AMOUNT	POST-TAX AMOUNT	EFF DATE	PLN TYP	MONTH-PAYS	ERR TYP	ERROR MSG	
			457P24	E	90.00	10.00	11/01/2020	49		E	ERROR: Election Not Processed No EMPLID or SSN Found in Cardinal	
			457P24	E	90.00	10.00	11/01/2020	49		E	ERROR: ICMA-RC Agency does not use Cardinal Payroll.	
			457P24	E	90.00	10.00	11/01/2020	49		E	ICMA-RC Agency has no matching Company in Cardinal.	
			457P24	E	90.00	10.00	11/01/2020	49		E	Warning - No benefit plan found for employee Months and Pay Periods value on Job. Election loaded using default of value, 12-24. Verify and correct Months and Pay Periods. Update 457 plan election if necessary.	
			457P24	E	90.00	10.00	11/01/2020	49		E	Invalid Employee ID	
			457P24	E	90.00	10.00	11/01/2020	49		E	Employee ID does not exist in BEN_FROG_PARTIC record.	
ABC			17	457P24	E	35.00	0.00	11/01/2020	49	E	The Company associated with the Employee in the file is different from PS_JOB	
ABC			17	457P24	E	35.00	0.00	11/01/2020	49	E	Warning - No benefit plan found for employee Months and Pay Periods value on Job. Election loaded using default of value, 12-24. Verify and correct Months and Pay Periods. Update 457 plan election if necessary.	
ABC			17	457P24	E	35.00	0.00	11/01/2020	49	E	Loaded Using EMPLID. SSN not on file at ICMA	
ABC			13	457P24	E	110.00	0.00	11/01/2020	49	12-24	W	The Date of Birth in Cardinal is showing the employee as younger than 50 years of age.
ABC			13	457P24	E	110.00	0.00	11/01/2020	49	12-24	W	50PLUS indicator is populated. Please refer to the Benefit Management Table
CCV			12	457P24	E	0.00	100.00	11/01/2020	49	12-24	E	Election Not Processed - SSN Does Not Match EMPLID. Research and Manually Add if Necessary.
CCV			12	457P24	E	0.00	100.00	11/01/2020	49	12-24	E	ERROR: Election Not Processed No EMPLID or SSN Found in Cardinal



Ineligible Participant Report (RBN051)

REVISED: 09/15/2021

DESCRIPTION:

This report lists all participants who are ineligible for any benefit program and their eligibility parameters, such as birth date and status. Report includes sections for job eligibility data.

NAVIGATION PATH:

Navigator > Benefits > Manage Automated Enrollment > Investigate Exceptions > Ineligible Participants Rpt

INPUT / SEARCH CRITERIA:

Schedule ID

OUTPUT FORMAT:

PDF

Screenshot of the Ineligible Participant Report Run Control Page

The screenshot shows the 'Ineligible Participants Rpt' run control page. At the top, there is a navigation bar with a link to 'Cardinal Homepage' and the title 'Ineligible Participants Rpt'. Below the title, the 'Run Control ID' is set to 'Ineligible_Participants_Rpt' and the 'Language' is set to 'English'. There are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. A 'Schedule ID' search field is present with a magnifying glass icon and a note '(Leave blank for all schedules)'. At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

Cardinal Homepage		Ineligible Participants Rpt	
Ineligible Participants Rpt			
Run Control ID	Ineligible_Participants_Rpt	Report Manager	Process Monitor
Language	English	<input type="button" value="Run"/>	
<hr/>			
Schedule ID	<input type="text"/>	(Leave blank for all schedules)	
<input type="button" value="Save"/> <input type="button" value="Notify"/>		<input type="button" value="Add"/> <input type="button" value="Update/Display"/>	

ADDITIONAL INFORMATION:

No Input/Search fields are required fields.



Screenshot of the Ineligible Participant Report

PeopleSoft Ineligible Participant Report																				
Report ID: BAS010										Page No. 1 Run Date 05/20/2021 Run Time 15:45:04										
Sched ID	Employee ID	Employee Name	Event ID	Benefit Rcd#	Process Status	Birthdate	Country State													
		Empl Service Rcd# Date	Empl Class	Benefits Status	Empl Type	Full Part	Reg Temp	Officer Code	Union Code	Std Hrs	FTE	Company	Pay Grp	Locn	Country State	FLSA Stat	Regn	Business Unit	Plan	Grade
		EligCnfig1 EligCnfig2 EligCnfig3 EligCnfig4 EligCnfig5 EligCnfig6 EligCnfig7 EligCnfig8 EligCnfig9																		
0721				0 0	Pgm None					USA/VA										
		0 11/16/1978	CLS	Terminated S	F	R	N			16.00	0.400000	AES	MNP	CENTR	USA/VA	N	USA	22900	SW	3
		1 06/01/2019	RET	Active S	F	R	N			40.00	1.000000	VRA	MNP	VRA	USA/VA	N	USA	VRSRT	UG	
		005001000 N																		
0721				0 0	Pgm None					USA/VA										
		0 09/16/1984	APF	Terminated S	F	R	N			16.00	0.400000	AES	MNP	CENTR	USA/VA	P	USA	22900	FA	
		1 05/01/2019	RET	Active S	F	R	N			40.00	1.000000	VRA	MNP	VRA	USA/VA	N	USA	VRSRT	UG	
		005001000 N																		
0721				0 0	Pgm None					USA/VA										
		0 11/10/2000	APF	Terminated S	F	R	N			16.00	0.400000	AES	MNP	CENTR	USA/VA	P	USA	22900	FA	
		1 06/01/2019	RET	Terminated S	F	R	N			40.00	1.000000	VRA	MNP	VRA	USA/VA	N	USA	VRSRT	UG	
		N																		
0721				0 0	Pgm None					USA/VA										
		0 03/01/1985	CLS	Terminated S	F	R	N			16.00	0.400000	AES	MNP	CENTR	USA/VA	N	USA	22900	SW	4
		1 03/01/2019	RET	Active S	F	R	N			40.00	1.000000	VRA	MNP	VRA	USA/VA	N	USA	VRSRT	UG	
		005001000 N																		
0721				0 0	Pgm None					USA/VA										
		0 08/25/2000	APF	Terminated S	F	R	N			16.00	0.400000	AES	MNP	CENTR	USA/VA	P	USA	22900	FA	
										N								12-24		
0721				0 0	Pgm None					USA/VA										
		0 09/10/2017	TNR	Terminated S	P	X	N			16.00	0.400000	AES	MNP	CENTR	USA/VA	P	USA	22900	FA	
										N								12-24		
0721				0 0	Pgm None					USA/VA										
		0 01/25/2018	CLS	Terminated S	F	R	N			16.00	0.400000	AES	MNP	CENTR	USA/VA	N	USA	22900	SW	4
		1 03/01/2019	LOC	Active S	F	R	N			40.00	1.000000	E55	MNP	OHB	USA/VA	N	USA	LOCAL	UG	
		048206000 N																		
		TF-GB																		



IRS 401a Maximum Compensation Report (RPY358)

REVISED: 09/15/2021

DESCRIPTION:

This report lists highly compensated employees (HCE) whose retirement contributions must stop when their annual creditable compensation reaches the IRS 401(a) limit in effect.

NAVIGATION PATH:

Navigator > Benefits > Reports > Audits > IRS 401a Max Comp Report

INPUT / SEARCH CRITERIA:

(none)

OUTPUT FORMAT:

PDF

Screenshot of the IRS 401a Maximum Compensation Report Run Control Page

The screenshot shows a web application interface for the "IRS 401a Max Comp Report". At the top, there is a dark blue header bar with the text "IRS 401a Max Comp Report" in white. Below the header, there is a light green tab labeled "IRS 401a Max Comp Report". The main content area is white and contains the text "Run Control ID IRS_401a_Max_Comp_Report" on the left. To the right of this text are two blue links: "Report Manager" and "Process Monitor". Further to the right is a grey button labeled "Run". At the bottom of the page, there are four buttons: "Save" (green), "Notify" (grey), "Add" (grey), and "Update/Display" (grey).

ADDITIONAL INFORMATION:

No Input/Search fields are required fields.



Screenshot of the IRS 401a Maximum Compensation Report

Commonwealth of Virginia

IRS 401a Maximum Compensation Report

Run Date: 05/24/2021

Run Time: 11:56:14

Page: 1 of 1

Report ID: RPT358

Company : ABC - Alcoholic Beverage Control
Limit Effdt : 7/1/2019
IRS 401a Limit : 280000

Emplid	Empl Rcd	Name	VRS Code	Grndfthrd Limit Ext	Total Max Comp Allwd	--- Contrib Base (CBS) --- YTD Amount	--- Contrib Base (CBS) --- Amt to Limit	---- ORP Base (ORP) ---- YTD Amount	---- ORP Base (ORP) ---- Amt to Limit
	0			0	280000	27777.8	252222.2	48891666.68	-4881666.68
						0	280000	999.99	279000.01

Limit Effdt : 7/1/2020
IRS 401a Limit : 285000

Emplid	Empl Rcd	Name	VRS Code	Grndfthrd Limit Ext	Total Max Comp Allwd	--- Contrib Base (CBS) --- YTD Amount	--- Contrib Base (CBS) --- Amt to Limit	---- ORP Base (ORP) ---- YTD Amount	---- ORP Base (ORP) ---- Amt to Limit
	1			0	285000	5555.56	279444.44	5204166.67	-4919166.67

Company : CMU - Christopher Newport University
Limit Effdt : 7/1/2019
IRS 401a Limit : 280000

Emplid	Empl Rcd	Name	VRS Code	Grndfthrd Limit Ext	Total Max Comp Allwd	--- Contrib Base (CBS) --- YTD Amount	--- Contrib Base (CBS) --- Amt to Limit	---- ORP Base (ORP) ---- YTD Amount	---- ORP Base (ORP) ---- Amt to Limit
	1			0	280000	25690	254310	28901.25	251098.75

Company : DEM - Dept of Emergency Management
Limit Effdt : 7/1/2019
IRS 401a Limit : 280000

Emplid	Empl Rcd	Name	VRS Code	Grndfthrd Limit Ext	Total Max Comp Allwd	--- Contrib Base (CBS) --- YTD Amount	--- Contrib Base (CBS) --- Amt to Limit	---- ORP Base (ORP) ---- YTD Amount	---- ORP Base (ORP) ---- Amt to Limit
	0		HBN0000	0	280000	700000	-420000	750909.09	-470909.09

Company : DMA - Department of Military Affairs
Limit Effdt : 7/1/2019
IRS 401a Limit : 280000

Emplid	Empl Rcd	Name	VRS Code	Grndfthrd Limit Ext	Total Max Comp Allwd	--- Contrib Base (CBS) --- YTD Amount	--- Contrib Base (CBS) --- Amt to Limit	---- ORP Base (ORP) ---- YTD Amount	---- ORP Base (ORP) ---- Amt to Limit
	0			0	280000	0	280000	12399999.96	-12119999.96
	1			0	280000	0	280000	12399999.96	-12119999.96
	0			0	280000	0	280000	2333333.38	-2053333.38

Limit Effdt : 7/1/2020
IRS 401a Limit : 285000



Premium Rewards Audit Report (RBN063)

REVISED: 09/15/2021

DESCRIPTION:

This report lists employees whose health premium reward enrollment or additional pay amount require updating to align with their current health benefit enrollment.

NAVIGATION PATH:

Navigator > Benefits > Reports > Audits > Premium Rewards Audit Report

INPUT / SEARCH CRITERIA:

As of Date
Company

OUTPUT FORMAT:

PDF

Screenshot of the Premium Rewards Audit Report Run Control Page

Premium Rewards Audit Report

Run Control ID Premium_Rewards_Audit_ReportReport ManagerProcess MonitorRun

Run Control Parameters

*As of Date

1-1 of 1View All

Company	Description		
1		+	-

Company (If Blank run for all)

SaveNotify

AddUpdate/Display

ADDITIONAL INFORMATION:

As of Date field is a required field.



Screenshot of the Premium Rewards Audit Report

Commonwealth of Virginia
Premium Rewards Audit Report

Report ID: RBN063

Run Date: 05/24/2021
Run Time: 11:37:57
Page 1 of 1893

As of Date: 4/30/2021

ABC: Alcoholic Beverage Control

Employee	Employee Name	EMPL RCD	BEN RCD	Hlth Effdt	Hlth Elec	Hlth Plan	Hlth CvCd	Smpl Effdt	Smpl Elec	Smpl Plan	Addl Effdt	AddlPay Amount	AddlEnd Effdt	Audit Code
		0	0	7/1/2019	E	ACC4	1	6/30/2020	T		7/1/2019	17	6/30/2020	6
		0	0	2/10/2020	T			6/30/2020	T		7/1/2019	17	6/30/2020	2
		0	0	8/1/2019	E	ACC2	1	6/30/2020	T		8/1/2019	17	6/30/2020	6
		0	0	7/1/2019	E	ACC4	1	6/30/2020	T		7/1/2019	17	6/30/2020	6
		0	0	7/1/2019	E	CHA1	1	6/30/2020	T		7/1/2019	17	6/30/2020	6

AES: Coop Extension & Agr Experimnt

Employee	Employee Name	EMPL RCD	BEN RCD	Hlth Effdt	Hlth Elec	Hlth Plan	Hlth CvCd	Smpl Effdt	Smpl Elec	Smpl Plan	Addl Effdt	AddlPay Amount	AddlEnd Effdt	Audit Code
		0	0	7/1/2019	E	ACC5	1	6/30/2020	T		7/1/2019	17	6/30/2020	6
		0	0	7/1/2019	E	ACC5	1	6/30/2020	T		7/1/2019	17	6/30/2020	6
		0	0	7/1/2019	E	ACC0	1	6/30/2020	T		7/1/2019	17	6/30/2020	6
		0	0	7/1/2019	E	ACC2	1	6/30/2020	T		7/1/2019	17	6/30/2020	6
		0	0	7/1/2019	E	ACC2	1	6/30/2020	T		7/1/2019	17	6/30/2020	6
		0	0	8/1/2019	E	ACC4	1	6/30/2020	T		8/1/2019	17	6/30/2020	6
		0	0	7/1/2019	E	ACC2	1	6/30/2020	T		7/1/2019	17	6/30/2020	6
		0	0	7/1/2019	E	ACC2	1	6/30/2020	T		7/1/2019	17	6/30/2020	6
		0	0	7/1/2019	E	ACC4	3	6/30/2020	T		7/1/2019	17	6/30/2020	6
		0	0	7/1/2019	E	ACC2	1	6/30/2020	T		7/1/2019	17	6/30/2020	6
		0	0	8/1/2019	E	ACC4	3	6/30/2020	T		8/1/2019	17	6/30/2020	6
		0	0	7/1/2019	E	ACC5	1	6/30/2020	T		7/1/2019	17	6/30/2020	6
		0	0	7/1/2019	E	ACC4	1	6/30/2020	T		7/1/2019	17	6/30/2020	6
		0	0	7/1/2019	E	ACC0	1	6/30/2020	T		7/1/2019	17	6/30/2020	6
		0	0	8/1/2019	E	ACC2	1	6/30/2020	T		8/1/2019	17	6/30/2020	6
		0	0	7/1/2019	E	ACC0	1	6/30/2020	T		7/1/2019	17	6/30/2020	6
		0	0	7/1/2019	E	ACC0	3	6/30/2020	T		7/1/2019	17	6/30/2020	6
		0	0	7/1/2019	E	ACC0	1	6/30/2020	T		7/1/2019	17	6/30/2020	6
		0	0	8/1/2019	E	ACC3	1	6/30/2020	T		8/1/2019	17	6/30/2020	6
		0	0	8/1/2019	E	ACC5	1	6/30/2020	T		8/1/2019	17	6/30/2020	6



Section 415 Compliance Report (RBN144)

REVISED: 09/15/2021

DESCRIPTION:

This report lists employee amounts either over or under the Section 415 limit. Fields include Company, Employee ID, Effective Date, Special Accumulator, Benefit Program, Percent of Salary, Maximum Benefit Base, and Gross Amount Year-to-Date (YTD).

NAVIGATION PATH:

Navigator > Benefits > Reports > Regulatory and Compliance > Section 415 Compliance

INPUT / SEARCH CRITERIA:

As of Date

OUTPUT FORMAT:

PDF

Screenshot of the Section 415 Compliance Report Run Control Page

Section 415 Compliance

Section 415 Compliance

Run Control ID Section_415_Compliance

Report Manager Process Monitor

Run

Language English

As Of Date

Save

Notify

Add

Update/Display

ADDITIONAL INFORMATION:

As of Date field is a required field.

Screenshot of the Section 415 Compliance Report

Report ID: BEN008										PeopleSoft				Page No. 1604			
										SECTION 415				Run Date 06/07/2021			
As Of Date: 01/01/2020														Run Time 14:00:21			
Employee ID	Effective Date	Spcl Accum	Max % Earns	Max Yearly Earnings	Max Allowed Deduction	Plans to Limit	Benefit Plan	Amount	Excluded	Imputed	Benefit Plan	Amount	Amount	Over Limit/Under Limit			
						Type	Plan		Type	Plan							
	01/01/2020	403	100.000	57,000.00	4,166.66												
Total Include								0.00	Total Exclude		0.00	Total Imputed		5.00	4,171.66		



Section 415 Noncompliance Report (RBN145)

REVISED: 09/15/2021

DESCRIPTION:

This report lists employees who have exceeded the Section 415 limits.

NAVIGATION PATH:

Navigator > Benefits > Reports > Regulatory and Compliance > Section 415 Noncompliance

INPUT / SEARCH CRITERIA:

As of Date

OUTPUT FORMAT:

PDF

Screenshot of the Section 415 Noncompliance Report Run Control Page

Section 415 Noncompliance

Run Control ID

Section_415_Noncompliance

Report Manager

Process Monitor

Run

Language

English

As Of Date

Save

Return to Search

Notify

Add

Update/Display

ADDITIONAL INFORMATION:

As of Date field is a required field.

Screenshot of the Section 415 Noncompliance Report

PeopleSoft														
SECTION 415 NON COMPLIANCE														
Report ID: BEN009										Page No. 1				
As Of Date: 12/31/2019										Run Date 06/07/2021				
										Run Time 10:56:08				
Employee ID	Effective Date	Spcl Accum	Max % Earns	Max Yearly Earnings	Max Allowed Deduction	Plans to Limit	Benefit Plan	Amount	Excluded	Benefit Plan	Amount	Imputed	Benefit Plan	Amount

01/01/2019	403	100.000	56,000.00	0.01	-124.99									
Total Include								0.00	10	ACC2	125.00		0.00	124.99
								0.00	Total Exclude		125.00	Total Imputed		0.00



VNAV Elections Upload Error Report (RHR149)

REVISED: 09/15/2021

DESCRIPTION:

This report lists employees on the semi-monthly VNAV (myVRSNavigator) Upload file whose retirement enrollment changes were not loaded to Cardinal. Report includes the applicable error/warning message and enrollment information necessary to allow manual entry into Cardinal.

NAVIGATION PATH:

Navigator > Benefits > Reports > VNAV Elections Upload Err Rpt

INPUT / SEARCH CRITERIA:

From Date
To Date
Company

OUTPUT FORMAT:

PDF

Screenshot of the VNAV Elections Upload Error Report Run Control Page

The screenshot shows the 'VNAV Elections Upload Err Rpt' Run Control page. At the top, the title 'VNAV Elections Upload Err Rpt' is displayed. Below the title, the 'Run Control ID' is 'VNAV_Elections_Upload_Err_Rpt'. To the right of the ID are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. Below this is the 'Report Request Parameter(s)' section. It contains two date pickers for '*From Date' and '*To Date'. Below the date pickers is a table with columns 'Company' and 'Description'. The table has one row with the number '1' in the 'Company' column. To the right of the table are '+', '-', and 'View All' buttons. At the bottom left is a 'Save' button, and at the bottom right are 'Add' and 'Update/Display' buttons.

Company	Description
1	

ADDITIONAL INFORMATION:

From Date and To Date fields are required fields.



Screenshot of the VNAV Elections Upload Error Report

Commonwealth of Virginia																																																																																												
VNAV ELECTIONS UPLOAD ERROR REPORT																																																																																												
Run Date: 05/25/2021																																																																																												
Run Time: 04:34 00																																																																																												
Report ID: RHR149																																																																																												
Company: ABC-Alcoholic Beverage Control																																																																																												
From Date: 01/01/2020																																																																																												
To Date: 12/31/2020																																																																																												
Page No. 1 of 10																																																																																												
Transaction Errors. Online Entry Required																																																																																												
<table><thead><tr><th>Empl</th><th>Empl</th><th>Company</th><th>Department</th><th>Hire Date</th><th>Status</th><th>Plan</th><th>EFFDT</th><th>VOL</th><th>PSBB</th><th>PSBB</th><th>PSBB</th><th>PSBB</th></tr><tr><th>Id</th><th>Rcd</th><th></th><th></th><th></th><th></th><th></th><th></th><th>PCT</th><th>VSDP</th><th>CODE</th><th>AMNT</th><th>ADJ</th></tr></thead><tbody><tr><td>0</td><td></td><td>ABC</td><td></td><td>07/01/2020</td><td></td><td>70</td><td>12/01/2020</td><td>0.00%</td><td></td><td></td><td>0.00</td><td>0.00</td></tr><tr><td>0</td><td></td><td>ABC</td><td></td><td></td><td></td><td>70</td><td></td><td>0.00%</td><td></td><td></td><td>0.00</td><td>0.00</td></tr><tr><td>0</td><td></td><td>ABC</td><td></td><td>07/01/2020</td><td></td><td>VS</td><td>12/01/2020</td><td>0.00%</td><td></td><td></td><td>0.00</td><td>0.00</td></tr><tr><td>0</td><td></td><td>ABC</td><td></td><td></td><td></td><td>VS</td><td></td><td>0.00%</td><td></td><td></td><td>0.00</td><td>0.00</td></tr></tbody></table>															Empl	Empl	Company	Department	Hire Date	Status	Plan	EFFDT	VOL	PSBB	PSBB	PSBB	PSBB	Id	Rcd							PCT	VSDP	CODE	AMNT	ADJ	0		ABC		07/01/2020		70	12/01/2020	0.00%			0.00	0.00	0		ABC				70		0.00%			0.00	0.00	0		ABC		07/01/2020		VS	12/01/2020	0.00%			0.00	0.00	0		ABC				VS		0.00%			0.00	0.00
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VRS Billing Exceptions Report (RHR078)

REVISED: 09/15/2021

DESCRIPTION:

This report displays employee-level detail of the variances between Virginia Retirement System (VRS) billed amounts and those amounts collected through payroll. Agency benefits administrators and payroll processors use this report to validate the General Ledger (GL) adjustments automatically created and to correct employee retirement enrollment or premiums, as needed.

NAVIGATION PATH:

Navigator > Benefits > Reports > VRS Billing Exceptions

INPUT / SEARCH CRITERIA:

Employee
Business Unit
Benefit Plan (checkboxes)
Month
Calendar Year

OUTPUT FORMAT:

PDF

Screenshot of the VRS Billing Exceptions Report Run Control Page

The screenshot shows the 'VRS Billing Exceptions' report run control page. At the top, there is a navigation bar with a link to 'Cardinal Homepage' and the report title 'VRS Billing Exceptions'. Below this, a green tab labeled 'VRS Billing Exceptions' is active. The main area displays 'Run Control ID' as 'VRS_Billing_Exceptions' and includes links for 'Report Manager' and 'Process Monitor'. A 'Run' button is located on the right. Under the 'Report Filters' section, there are input fields for 'Employee' and 'Business Unit', each with a search icon. The 'Benefit Plan' section has radio buttons for 'VRS RET', 'VRS - HYB', 'VSDP', 'LIFE', 'HIC', 'Prior Svs', and 'ALL' (which is selected). There are also dropdown menus for '*Month' and '*Calendar Year'. At the bottom, there are 'Save', 'Add', and 'Update/Display' buttons.

ADDITIONAL INFORMATION:

Month and **Calendar Year** fields are required fields.
Employee Search criteria is Empl ID.



Screenshot of the VRS Billing Exceptions Report

Commonwealth of Virginia

VRS BILLING EXCEPTIONS REPORT

Run Date: 05/25/2021

Run Time: 03:09 00

Page No. 1 of 3

POSTED

Business Unit: 50100 - VA Dept of Transportation

Current Year: 2020

Current Month: JAN

<u>EMPLID</u>	<u>Name</u>	<u>Pay Status</u>	<u>Dedcd</u>	<u>Benefit Plan</u>	<u>EE VRS Bill</u>	<u>EE Payroll Deduction</u>	<u>EE Recon GL Adjustment</u>	<u>ER VRS Bill</u>	<u>ER Payroll Deduction</u>	<u>ER Recon GL Adjustment</u>
VRS ORG CODE: 30501										
Benefit Section: Employee Retirement DB										
		A	VRSRET	VRSMDB	0.00	141.13	141.13	0.00	381.60	381.60
		A	VRSRET	VRSMDB	0.00	114.59	114.59	0.00	309.86	309.86
		A	VRSRET	VRSMDB	0.00	1,164.46	1,164.46	0.00	3,148.71	3,148.71
		A	VRSRET	VRSMDB	0.00	285.74	285.74	0.00	772.64	772.64
		A	VRSRET	VRSMDB	0.00	666.67	666.67	0.00	1,802.67	1,802.67
		A	VRSRET	VRSMDB	0.00	811.74	811.74	0.00	2,194.95	2,194.95
		P	VRSRET	VRSMDB	0.00	531.90	531.90	0.00	1,438.27	1,438.27
		P	VRSRET	VRSMDB	0.00	544.78	544.78	0.00	1,473.09	1,473.09
		A	VRSRET	VRSMDB	0.00	106.18	106.18	0.00	287.10	287.10
		P	VRSRET	VRSMDB	0.00	633.88	633.88	0.00	1,714.02	1,714.02
		P	VRSRET	VRSMDB	0.00	704.36	704.36	0.00	1,904.58	1,904.58
		A	VRSRET	VRSMDB	0.00	145.48	145.48	0.00	393.38	393.38
		A	VRSRET	VRSMDB	0.00	970.26	970.26	0.00	2,623.56	2,623.56
		A	VRSRET	VRSMDB	0.00	880.26	880.26	0.00	2,380.24	2,380.24
		P	VRSRET	VRSMDB	0.00	492.15	492.15	0.00	1,330.77	1,330.77
		P	VRSRET	VRSMDB	0.00	446.28	446.28	0.00	1,206.75	1,206.75
		P	VRSRET	VRSMDB	0.00	546.78	546.78	0.00	1,478.49	1,478.49
		P	VRSRET	VRSMDB	0.00	433.68	433.68	0.00	1,172.66	1,172.66
		A	VRSRET	VRSMDB	0.00	130.11	130.11	0.00	351.81	351.81
		A	VRSRET	VRSMDB	0.00	103.04	103.04	0.00	278.62	278.62
		A	VRSRET	VRSMDB	0.00	99.56	99.56	0.00	269.21	269.21
		A	VRSRET	VRSMDB	166.66	0.00	-166.66	450.66	0.00	-450.66
		A	VRSRET	VRSMDB	0.00	155.57	155.57	0.00	420.66	420.66
Section Total					166.66	10,108.60	9,941.94	450.66	27,333.64	26,882.98
Benefit Section: Hybrid Retirement										
		A	HDBER	HDBER	0.00	104.65	104.65	0.00	327.55	327.55
Section Total					0.00	104.65	104.65	0.00	327.55	327.55
Benefit Section: Group Term Life										
		A	GRPLFR	GTLR	0.00	0.00	0.00	0.00	36.97	36.97
		A	GRPLFR	GTLR	0.00	0.00	0.00	0.00	30.02	30.02
		A	GRPLFR	GTLR	0.00	0.00	0.00	0.00	305.09	305.09



VRS Billing Summary Report (RHR079)

REVISED: 09/15/2021

DESCRIPTION:

This report compares the totals for the employee/employer contributions for Retirement, Virginia Sickness and Disability Program (VSDP), Group Life, Retiree Health Credit and Purchase Prior Service plans to the VRS billing file. It is used to ensure the reconciliation of all contributions on a monthly basis.

NAVIGATION PATH:

Navigator > Benefits > Reports > VRS Billing Summary

INPUT / SEARCH CRITERIA:

Business Unit
Month
Year

OUTPUT FORMAT:

PDF

Screenshot of the VRS Billing Summary Report Run Control Page

The screenshot shows the 'VRS Billing Summary' report run control page. At the top, there is a dark blue header with the text 'VRS Billing Summary'. Below this, a light blue tab labeled 'VRS Billing Summary Report' is selected. The main area contains a 'Run Control ID' field with the value 'VRS_Billing_Summary'. To the right of this field are two links: 'Report Manager' and 'Process Monitor'. Further right is a yellow 'Run' button. Below these elements is a section titled 'Process Request Parameters' with a light blue background. Inside this section, there are three input fields: 'Business Unit' with a search icon, '*Month', and '*Year'. At the bottom left of the form is a yellow 'Save' button. At the bottom right are two yellow buttons: 'Add' and 'Update/Display'.

ADDITIONAL INFORMATION:

Month and Year fields are required fields.



Screenshot of the VRS Billing Summary Report

Commonwealth of Virginia													
VRS BILLING SUMMARY REPORT													
Report ID: RBR079													
Run Date: 05/25/2021													
Run Time: 03:27 00													
Page No. 1 of 12													
POSTED													
Billing Month : January 2020													
BU	VRS Org Code	Benefit Plan Type	GL Acct EE	VRS Bill Amt EE	Payroll Amt EE	GL Adjstmnt EE	Rounding Non Billed EE	GL Acct ER	VRS Bill Amt ER	Payroll Amt ER	GL Adjstmnt ER	Rounding Non Billed ER	
10000	30100	Employee Retirement DB	22051424	0.00	16,625.70	-16,625.70	0.00	5011110	0.00	52,734.42	-52,734.42	0.00	0.00
		Employee Retirement DB	22051448	0.00	0.00	0.00	0.00	5011110	0.00	0.00	0.00	0.00	0.00
		Group Term Life	22051448	0.00	0.00	0.00	0.00	5011140	0.00	6,835.28	-6,835.28	0.00	0.00
		Hybrid Retirement	22051448	0.00	5,890.26	-5,890.26	0.00	5011110	0.00	18,436.46	-18,436.46	0.00	0.00
		Retiree Health Credit	22051448	0.00	0.00	0.00	0.00	5011160	0.00	6,104.70	-6,104.70	0.00	0.00
		VSDP LTD	22051448	0.00	0.00	0.00	0.00	5011170	0.00	1,453.96	-1,453.96	0.00	0.00
		Org Code Total		0.00	22,515.96	-22,515.96	0.00		0.00	85,564.82	-85,564.82	0.00	0.00
	XB100	Employee Retirement DB	22051424	0.00	103.20	-103.20	0.00	5011110	0.00	279.05	-279.05	0.00	0.00
		Group Term Life	22051448	0.00	0.00	0.00	0.00	5011140	0.00	27.04	-27.04	0.00	0.00
		Retiree Health Credit	22051448	0.00	0.00	0.00	0.00	5011160	0.00	24.15	-24.15	0.00	0.00
		VSDP LTD	22051448	0.00	0.00	0.00	0.00	5011170	0.00	12.80	-12.80	0.00	0.00
		Org Code Total		0.00	103.20	-103.20	0.00		0.00	343.04	-343.04	0.00	0.00
		Plan Type Total		0.00	16,728.90	-16,728.90	0.00		0.00	53,013.47	-53,013.47	0.00	0.00
		Employee Retirement DB	22051448	0.00	5,890.26	-5,890.26	0.00	5011110	0.00	18,436.46	-18,436.46	0.00	0.00
		Hybrid Retirement	22051448	0.00	0.00	0.00	0.00	5011140	0.00	1,456.76	-1,456.76	0.00	0.00
		Group Term Life	22051448	0.00	0.00	0.00	0.00	5011160	0.00	6,862.32	-6,862.32	0.00	0.00
		Retiree Health Credit	22051448	0.00	0.00	0.00	0.00	5011170	0.00	6,128.85	-6,128.85	0.00	0.00
		BU Total		0.00	22,619.16	-22,619.16	0.00		0.00	85,907.86	-85,907.86	0.00	0.00
10100	101	Employee Retirement DB	22051448	0.00	0.00	0.00	0.00	5011110	0.00	0.00	0.00	0.00	0.00
		Group Term Life	22051448	0.00	0.00	0.00	0.00	5011140	0.00	12.84	-12.84	0.00	0.00
		Hybrid Retirement	22051448	0.00	39.20	-39.20	0.00	5011110	0.00	122.70	-122.70	0.00	0.00
		Retiree Health Credit	22051448	0.00	0.00	0.00	0.00	5011160	0.00	11.47	-11.47	0.00	0.00
		VSDP LTD	22051448	0.00	0.00	0.00	0.00	5011170	0.00	6.08	-6.08	0.00	0.00
		Org Code Total		0.00	39.20	-39.20	0.00		0.00	153.09	-153.09	0.00	0.00
	30101	Employee Retirement DB	22051424	370.57	23,827.46	-23,456.89	0.00	5011110	1,002.02	78,329.93	-77,327.91	0.00	0.00
		Employee Retirement DB	22051448	0.00	0.00	0.00	0.00	5011110	0.00	0.00	0.00	0.00	0.00
		General Deduction	22051411	0.00	0.00	0.00	0.00	5011140	0.00	0.00	0.00	0.00	0.00
		Group Term Life	22051448	0.00	0.00	0.00	0.00	5011160	154.42	11,902.74	-11,748.32	0.00	0.00
		Hybrid Retirement	22051448	175.01	14,337.32	-14,162.31	0.00	5011110	504.00	44,828.67	-44,324.67	0.00	0.00
		Retiree Health Credit	22051448	0.00	0.00	0.00	0.00	5011160	137.90	10,630.45	-10,492.55	0.00	0.00
		VSDP LTD	22051448	0.00	0.00	0.00	0.00	5011170	63.51	3,009.33	-2,945.82	0.00	0.00



Human Resources Queries

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Active Written Agreement Query

V_HR_ACTIVE_WRITTEN_AGREEMENTS

REVISED: 09/15/2021

DESCRIPTION:

This query identifies employees with a written agreement for leave awards, bonuses, and other types recorded on the Rewards and Recognition page.

NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V_HR_ACTIVE_WRITTEN_AGREEMENTS

INPUT / SEARCH CRITERIA:

Bus Unit (Leave Blank for All)
From Date
To Date

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

From Date and To Date fields are required fields.

Screenshot of the Active Written Agreement Query

V_HR_ACTIVE_WRITTEN_AGREEMENTS - Active Written Agreement Query

Bus Unit(Leave Blank for All)

From Date

To Date

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

View All

First 1-1 of 1 Last

Row	Business Unit	Department	Employee ID	Employee Rcd	Name	Effective Date	Created Date	Expiration Date	Reward Type	Reward Description	Award Date	Award Hours	Award Amount	Comments
1	70100	99999		1		01/15/2020	09/30/2020		ERL		01/15/2020	16.00	0.00	



Cardinal HRPY Reconciliation Query

V_HR_REW_PAY_RECON

REVISED: 09/15/2021

DESCRIPTION:

This query is used to reconcile monetary rewards and recognitions (bonuses) awarded to the employee versus what is paid through Single Use Payroll Online Transactions (SPOT) and Addl Pay tools in Payroll. The report compares the sum of the rewards and recognition paid in Payroll (paid check) to the recorded sum on the rewards and recognition page in a given date range. If the sums match, results do not display. If the sums do not match, results display all transactional history for that employee.

End users are Agency HR, Agency PY, and Department of Human Resource Management (DHRM).

NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V_HR_REW_PAY_RECON

INPUT / SEARCH CRITERIA:

Business Unit
Department
Employee ID
From Date
To Date

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

From Date and To Date fields are required fields.

Screenshot of the Cardinal HRPY Reconciliation Query

V_HR_REW_PAY_RECON - Cardinal HR/PY Reconciliation											
Business Unit <input type="text"/>											
Department <input type="text"/>											
Employee ID <input type="text"/>											
From Date <input type="text"/>											
To Date <input type="text"/>											
<input type="button" value="View Results"/>											
Download results in: <input type="button" value="Excel Spreadsheet"/> <input type="button" value="CSV Text File"/> <input type="button" value="XML File"/> (292 kb)											
View All											
First 1-100 of 1126 Last											
Row	Employee ID	Empl Rcd	Employee Name	Company	Business Unit	Paygroup	Pay Type	Payment Date	Payment ID	Payment Type	Amount
1	00900176900	0	02PY0706,Employee5 CM	DEL	10100	MTH	Payroll Earnings	01/01/2020	0 BON		1000.00
2	00900025900	0	01PY0702,Sample3 CM	DOA	15100	SM1	Payroll Earnings	01/09/2020	0 BON		3511.23
3	00900026000	0	01PY0702,Sample4 CM	DOA	15100	SM1	Payroll Earnings	02/09/2020	0 BON		500.00
4	00900026000	0	01PY0702,Sample4 CM	DOA	15100	SM1	Payroll Earnings	02/24/2020	0 BON		500.00
5	00900026000	0	01PY0702,Sample4 CM	DOA	15100	SM1	Payroll Earnings	03/09/2020	0 BON		500.00
6	00900026000	0	01PY0702,Sample4 CM	DOA	15100	SM1	Payroll Earnings	03/24/2020	0 BON		500.00
7	00900026000	0	01PY0702,Sample4 CM	DOA	15100	SM1	Payroll Earnings	04/09/2020	0 BON		500.00
8	00900026000	0	01PY0702,Sample4 CM	DOA	15100	SM1	Payroll Earnings	04/24/2020	0 BON		500.00
9	00900026000	0	01PY0702,Sample4 CM	DOA	15100	SM1	Payroll Earnings	05/09/2020	0 BON		500.00
10	00900026000	0	01PY0702,Sample4 CM	DOA	15100	SM1	Payroll Earnings	05/24/2020	0 BON		500.00
11	00900026000	0	01PY0702,Sample4 CM	DOA	15100	SM1	Payroll Earnings	06/09/2020	0 BON		500.00
12	00900026000	0	01PY0702,Sample4 CM	DOA	15100	SM1	Payroll Earnings	06/24/2020	0 BON		500.00
13	00923572100	0	02.PY.09.20,EmployeeID2 CM	DOA	15100	SM1	Payroll Earnings	05/24/2020	0 DBN		1000.00
14				DGS	19400	SM1	Payroll Earnings	01/09/2020	0 BON		500.00
15	00900040700	0	T01PY0504,Employee ID 1	DGS	19400	SM1	Payroll Earnings	01/09/2020	0 BON		8000.00



Compensation Frequency Compare Query V_HR_COMP_FREQ_COMPARE

REVISED: 09/15/2021

DESCRIPTION:

This query of job data is used to make sure compensation frequency values are correct. It is used to identify active employees where Employee Type indicates Salary and the Compensation Frequency is not equal to semi-monthly.

Agency HR Administrators and DHRM have access to this query.

NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V_HR_COMP_FREQ_COMPARE

INPUT / SEARCH CRITERIA:

Bus Unit (Leave Blank for All)

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

There are no required fields.

Screenshot of the Compensation Frequency Compare Query

V_HR_COMP_FREQ_COMPARE - Compensation Frequency Compare																		
Bus Unit (Leave Blank for All) <input type="text"/>																		
View Results																		
Download results in : Excel Spreadsheet CSV Text File XML File (15360 kb)																		
View All																		
																	First 1-100 of 29538 Last	
Row	Employee ID	Empl Rcd	Effective Date	Effective Sequence	Employee Name	Business Unit	Department	Employee Type	HR Status	Annual Rate	Hourly Rate	Job Comp Freq	Job Comp Rate	Rate Code	Compensation Freq	Compensation Rate	Last Upd DtTm	Updated By
1		0	01/01/2019	0		50100	15048	H	A	61526.400	29.580000	B	2366.400000	NAHRLY	H	29.580000	10/27/2020 12:05:26PM	
2		1	06/04/2020	0		70100	99999	S	A	31200.000	30.000000	B	1200.000000	NAHRLY	H	30.000000	06/04/2020 11:06:01AM	
3		0	10/31/2019	0		20700	20700	S	A	132360.480	63.634846	M	11030.040000	STATE	A	132360.480000	06/03/2020 12:42:06AM	V_CONV_LOAD
4		0	04/01/2020	0		15100	10001	S	A	52907.000	25.436058	A	52907.000000	NAANNL	A	52907.000000	11/10/2020 1:50:26PM	
5		1	09/16/2020	0		15100	94400	S	A	150000.000	72.115385	A	150000.000000	STATE	A	150000.000000	09/16/2020 1:36:20PM	V_HR_ADMINISTRATOR
6		0	10/31/2019	0		20700	20700	S	A	105290.040	50.620212	M	8774.170000	STATE	A	105290.040000	06/03/2020 12:40:54AM	V_CONV_LOAD
7		0	10/31/2019	0		23600	1000	S	A	158166.000	76.041346	M	13180.500000	STATE	A	158166.000000	06/03/2020 12:43:39AM	V_CONV_LOAD
8		0	11/28/2019	0		50100	13080	S	A	33675.200	16.190000	A	1295.200000	NAHRLY	H	16.190000	09/08/2020 2:22:16PM	
9		0	10/31/2019	0		23600	1000	S	A	377220.000	181.355769	M	31435.000000	STATE	A	377220.000000	06/03/2020 12:43:40AM	V_CONV_LOAD
10		0	10/31/2019	0		20800	99999	S	A	51225.000	61.568510	M	4268.750000	STATE	A	51225.000000	06/03/2020 12:41:00AM	V_CONV_LOAD
11		0	10/31/2019	0		20700	20700	S	A	149620.950	71.933149	M	12468.412500	STATE	A	149620.950000	06/03/2020 12:42:23AM	V_CONV_LOAD
12		0	10/31/2019	0		23600	1000	S	A	99093.000	47.640865	M	8257.750000	STATE	A	99093.000000	06/03/2020 12:43:41AM	V_CONV_LOAD
13		1	11/10/2019	0		18400	194201	S	A	60000.000	28.846154	A	60000.000000	NAANNL	A	60000.000000	08/21/2020 1:47:08AM	



Disciplinary Actions Audit Query V_HR_DISC_ACTIONS_AUDIT

REVISED: 09/15/2021

DESCRIPTION:

This query details changes made on the Disciplinary Actions pages including deleted rows.

NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V_HR_DISC_ACTIONS_AUDIT

INPUT / SEARCH CRITERIA:

Business Unit (Blank for All)
Department (Blank for All)
Employee ID (Blank for All)
From Date
To Date

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

From Date and To Date fields are required fields.

Screenshot of the Disciplinary Actions Audit Query

V_HR_DISC_ACTIONS_AUDIT - RHR249 - Disc Actn Audit Qry													
Business Unit (Blank for All) <input type="text"/>													
Department (Blank for All) <input type="text"/>													
Employee ID (Blank for All) <input type="text"/>													
From Date 01/01/2021 <input type="text"/>													
To Date 03/31/2021 <input type="text"/>													
View Results													
Download results in: Excel Spreadsheet CSV Text File XML File (2 kb)													
View All													
Row	Business Unit	Department	Employee ID	Name	Empl Record	Reported Date	Type	Description	Supervisor ID	Purge Date	Entered By	Date/Time	Action
1	70100	125			0	01/10/2021	1	Test issue		01/10/2023	V_HR_ADMINISTRATOR	01/10/2021 5:37:19PM	Add
2	70100	125			0	01/10/2021	2	Test		01/10/2024	V_HR_ADMINISTRATOR	01/10/2021 5:40:35PM	Add
3	70100	125			0	01/10/2021	2	Test		01/10/2024	V_HR_ADMINISTRATOR	01/10/2021 5:48:04PM	Delete
4	76500	4001000			3	01/10/2021	2	group 2 see p file		01/10/2024		02/08/2021 10:40:51AM	Add
5	76500	4001000			3	01/10/2021	1	group 1 see file		01/10/2023		02/08/2021 10:40:51AM	Add



Disciplinary Actions (Detailed) Query V_HR_DISC_ACTIONS_DETAIL

REVISED: 09/15/2021

DESCRIPTION:

This query lists disciplinary actions along with relevant employee demographic data.

NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V_HR_DISC_ACTIONS_DETAIL

INPUT / SEARCH CRITERIA:

Business Unit (Blank for all)
Department ID (Blank for all)
Employee ID (Blank for all)
From Date
To Date

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

From Date and To Date fields are required fields.

Screenshot of the Disciplinary Actions (Detailed) Query

V_HR_DISC_ACTIONS_DETAIL - Disciplinary Actions Query

Business Unit (Blank for all)

Department ID (Blank for all)

Employee ID (Blank for all)

*From Date01/01/2020

*To Date03/31/2020

View Results

Download results in : Excel Spreadsheet CSV Text File XML File (6 kb)

View All

First 1-4 of 4 Last

Row	Business Unit	Department	Employee ID	Empl Record	Name	Job Code	Role	Reported Date	Expiration Date	Status	Type	Description	Offense Code	Offense Date	Action	Comments	Agency Begin Date	Age	Sex	Race	Mil Status	EEO Code
1	12700	94000000		0		92007	Support Services Accountant	01/27/2020	01/27/2023	Active	2	Failure to follow Supervisor's directions.	D56	01/27/2020	NON	Verbal reprimand regarding following the directions	01/01/2020	52	Female	ALATHAB		3
2	12700	94000000		0		92007	Support Services Accountant	01/30/2020	01/30/2023	Active	2	Second failure to follow Supervisor's directions.	D56	01/30/2020	DIP	5% Pay reduced and 5 day suspension	01/01/2020	52	Female	ALATHAB		3
3	12700	94100000		0		91011	Claims Processing Manager	02/07/2020	02/07/2022	Active	1	Verbal Warning regarding full uniform dress	D12	02/07/2020	NON		12/02/2019	31	Male	APACHE	1	2
4	12700	94100000		0		91011	Claims Processing Manager	03/25/2020	03/25/2023	Active	2	No call no show.	D03	03/25/2020	NON		12/02/2019	31	Male	APACHE	1	2



Disciplinary Actions History Query V_HR_DISC_ACTIONS_HISTORY

REVISED: 09/15/2021

DESCRIPTION:

This query provides disciplinary action history by employee. Written notices are shown as active or inactive based on whether the expiration date has passed.

NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V_HR_DISC_ACTIONS_HISTORY

INPUT / SEARCH CRITERIA:

Employee ID

OUTPUT FORMAT:

HTML

Excel

ADDITIONAL INFORMATION:

The **Employee ID** field is a required field.

Screenshot of the Disciplinary Actions History Query

V_HR_DISC_ACTIONS_HISTORY - RHR247 - Disciplin Action Hist																	
Employee ID <input type="text"/>																	
View Results																	
Download results in : Excel Spreadsheet CSV Text File XML File (1 kb)																	
View All First 1-2 of 2 Last																	
Row	Name	Employee ID	Business Unit	Department	Empl Record	Type	Reported Date	Description	Supervisor ID	Expiration Date	Written Notice Status	Offense Code	Offense Date	Disciplinary Action	Action Date	Comments	HR Status
1			12700	94000000	0	2	01/27/2020	Failure to follow Supervisor's directions.		01/27/2023	Active	D56	01/27/2020	NON	01/27/2020	Verbal reprimand regarding following the directions	Suspended
2			12700	94000000	0	2	01/30/2020	Second failure to follow Supervisor's directions.		01/30/2023	Active	D56	01/30/2020	DIP	06/09/2020	5% Pay reduced and 5 day suspension	Suspended



EEO4 State and Local Government Listing Query V_HR_EEO4_STATE_AGENCY_LIST

REVISED: 09/15/2021

DESCRIPTION:

This query provides an agency listing for the federally-required EEO-4 report (State and Local Government Report) due in September in odd-numbered years. Report contains a list of the Virginia state agencies that were counted to build matrix file EEO4-FEDTOTS.

NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V_HR_EEO4_STATE_AGENCY_LIST

INPUT / SEARCH CRITERIA:

(none)

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

No input fields are required to generate this query.

Screenshot of the EEO4 State and Local Government Listing Query

V_HR_EEO4_STATE_AGENCY_LIST- EEO4 State Agency Listing Qry		
Download results in : Excel Spreadsheet CSV Text File XML File (15 kb)		
View All		First 1-100 of 213 Last
Row	Agency Code	Agency Description
1	30100	Agriculture & Consumer Svcs
2	99900	Alcoholic Beverage Control
3	14100	Attorney General & Dept of Law
4	13300	Auditor of Public Accounts
5	75400	Augusta Correctional Center
6	76100	Baskerville Correctional Cntr
7	71800	Bland Correctional Center
8	29100	Blue Ridge Community College
9	22600	Board of Accountancy
10	23300	Board of Bar Examiners
11	74900	Buckingham Correctional Center
12	82000	Capitol Square Preservation Cn
13	72400	Catawba Hospital
14	70800	Center Children & Adolescents
15	70300	Central State Hospital
16	29200	Central VA Community College
17	70700	Central VA Training Center
18	84200	Chesapeake Bay Commission
19	20000	Children's Services
20	24200	Christopher Newport University
21	11300	Circuit Courts
22	77300	Coffeewood Correctional Center
23	20400	College of William and Mary
24	11600	Combined District Courts
25	95700	Comm Attys' Services Council
26	41300	Comm on VA Alcohol Safety Pgm
27	15700	Compensation Board
28	87600	Conflict Int & Ethics Adv Cncl
29	22900	Coop Extension & Agr Experimnt
30	23400	Coop Extension & Agr Experimnt



Employees with Temporary SSNs Query

V_HR_TEMP_SSN

REVISED: 09/15/2021

DESCRIPTION:

This custom query is used to monitor employees with temporary social security numbers (SSN). In Cardinal, temporary SSNs begin with a 907 and were assigned by Virginia Retirement System (VRS) for salaried employees or by DHRM for hourly employees. The user can monitor and take action on SSNs that need updating.

NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V_HR_TEMP_SSN

INPUT / SEARCH CRITERIA:

Business Unit

OUTPUT FORMAT:

HTML

Excel

ADDITIONAL INFORMATION:

There are no required fields for this query.

Screenshot of the Employees with Temporary SSNs Query

V_HR_TEMP_SSN - Employees with Temp SSN									
Business Unit <input type="text"/> <input type="button" value="Search"/>									
<input type="button" value="View Results"/>									
Download results in: Excel Spreadsheet CSV Text File XML File (1 kb)									
View All First 1-2 of 2 Last									
Row	Business Unit	Employee ID	Empl Rcd	Employee Name	Dept	DOB	Effective Date	Temporary SSN	
1	12700				97130000	01/01/1980	08/02/2020	907020107	
2	71800				100	09/01/1999	09/01/2020	907123456	



EPR Certification Query V_HR_EPR_CERT

REVISED: 09/15/2021

DESCRIPTION:

This query identifies which agencies have not certified the Employee Position Reports (EPR) process for the month.

NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V_HR_EPR_CERT

INPUT / SEARCH CRITERIA:

As Of Date (blank for all)

OUTPUT FORMAT:

HTML

Excel

ADDITIONAL INFORMATION:

No input fields are required to generate this query.

Screenshot of the EPR Certification Query

V_HR_EPR_CERT - EPR Certification Query				
As Of Date(blank for all) <input type="text" value=""/>				
View Results				
Download results in : Excel Spreadsheet CSV Text File XML File (56 kb)				
View All				
First 1-100 of 1490 Last				
Row	Effective Date	Business Unit	Certification Status	
1	08/01/2020	10000	N	
2	12/16/2020	10000	N	
3	12/15/2020	10000	N	
4	11/01/2020	10000	N	
5	01/08/2021	10000	N	
6	02/01/2021	10000	N	
7	12/14/2020	10000	N	
8	12/15/2020	10100	N	
9	11/01/2020	10100	N	
10	08/01/2020	10100	N	
11	12/14/2020	10100	N	
12	01/08/2021	10100	N	
13	07/01/2020	10100	N	
14	12/16/2020	10100	N	
15	12/15/2020	10300	N	
16	12/16/2020	10300	N	
17	08/01/2020	10300	N	
18	02/01/2021	10300	N	
19	01/08/2021	10300	N	
20	11/01/2020	10300	N	
21	12/14/2020	10300	N	
22	12/15/2020	10700	N	



Job Code Table Query V_HR_JOBCODE_SALARY

REVISED: 09/15/2021

DESCRIPTION:

This query lists active job codes and related information including the date on which they are effective, and the associated salary Minimum and Maximum range.

HR Administrators and DHRM Operations use this query as a reference tool of the Job Code Data Table.

NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V_HR_JOBCODE_SALARY

INPUT / SEARCH CRITERIA:

Set ID

OUTPUT FORMAT:

HTML
Excel
XML

ADDITIONAL INFORMATION:

The **Set ID** field should always be 'STATE', not the agency Set ID. This field is a required field and cannot be left blank.

Screenshot of the Job Code Table Query

V_HR_JOBCODE_SALARY - Job code Table Query														
Set ID <input type="text" value="STATE"/>														
View Results														
Download results in : Excel Spreadsheet CSV Text File XML File (1104 kb)														
View All First 1-100 of 3657 Last														
Row	Set ID	Job Code	Effective Date	Effective Status	Description	Short Desc	Job Function	Sal Plan	Grade	Step	Job Family	Sal Range Min Rate	Sal Range Mid Rate	Sal Range Max Rate
1	STATE	00119	01/01/1901	A	Lieutenant Governor	00119	UGR	AH	119	0	11000	0.000000	0.000000	0.000000
2	STATE	00121	01/01/1901	A	Governor	00121	UGR	AH	121	0	11000	0.000000	0.000000	0.000000
3	STATE	00122	01/01/1901	A	Director of Planning & Budget	00122	UGR	AH	122	0	11000	0.000000	0.000000	0.000000
4	STATE	00123	01/01/1901	A	Adjutant General	00123	UGR	AH	123	0	11000	0.000000	0.000000	0.000000
5	STATE	00127	01/01/1901	A	St Coor of Emergency Mgmt	00127	UGR	AH	127	0	11000	0.000000	0.000000	0.000000
6	STATE	00129	01/01/1901	A	Dir of Human Resource Mgmt	00129	UGR	AH	129	0	11000	0.000000	0.000000	0.000000
7	STATE	00132	01/01/1901	A	Commissioner Dept of Elections	00132	UGR	AH	132	0	11000	0.000000	0.000000	0.000000
8	STATE	00136	01/01/1901	A	Chief Information Officer	00136	UGR	AH	136	0	11000	0.000000	0.000000	0.000000
9	STATE	00140	01/01/1901	A	Dir Dept of Crim Justice Servc	00140	UGR	AH	140	0	11000	0.000000	0.000000	0.000000
10	STATE	00141	01/01/1901	A	Attorney General	00141	UGR	AH	141	0	11000	0.000000	0.000000	0.000000



Job Data Query / Query to Report Job Info V_HR_JOB_QUERY

REVISED: 09/15/2021

DESCRIPTION:

This query provides job and employee demographic details by action and action reason over a period of time.

NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V_HR_JOB_QUERY

INPUT / SEARCH CRITERIA:

As of date
Bus Unit (Leave Blank for All)
Dept ID (Leave Blank for All)
Action (Leave Blank for All)
Reason (Leave Blank for All)
Virginia Personnel Act (VPA)
Only (Leave Blank for All)
Empl_Type (Leave Blank for All)
Job Code (Leave Blank for All)
SOC (Leave Blank for All)

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

As of date field is a required field.

Screenshot of the Job Data Query

V_HR_JOB_QUERY - Query to report Job Info.

As of date03/31/2020

Bus Unit (Leave Blank for All)

Dept ID (Leave Blank for All)

Action (Leave Blank for All)

Reason (Leave Blank for All)

VPA Only (Leave Blank for All)

Empl_Type(Leave Blank for All)

Job Code (Leave Blank for All)

SOC(Leave Blank for All)

View Results

Download results in : Excel Spreadsheet CSV Text File XML File (15360 kb)

View All

Row	Business Unit	Company	Department	Last Name	First Name	Empl ID	Empl Rcd	Effective Date	Effective Sequence	Action	Action Reason	Action Date	Position Nbr	Establishment	Empl Class	Pay Group	Employee Type	Tax Location	FICA Status	Job Std Hours	Layoff Notification Date	STD Claim Number	Recall Elig Flg	Position Description
1	09000	PRF	99999				0	10/31/2019	0	DTA	CNV	06/03/2020	PRFHBO00	PRF	CLS	MNP	S	760	N	40.00			N	CNV Only-HBO Position
2	09000	PRF	99999				0	05/01/2018	0	RET	CNV	06/03/2020	PRFORP00	PRF	RTO	MNP	S	760	N	40.00			N	COV Default
3	09000	PRF	99999				0	05/01/2018	0	RET	CNV	06/03/2020	PRFORP00	PRF	RTO	MNP	S	760	N	40.00			N	COV Default
4	09000	PRF	99999				0	10/31/2019	0	DTA	CNV	06/03/2020	PRFHBO00	PRF	CLS	MNP	S	760	N	40.00			N	CNV Only-HBO Position
5	09000	PRF	99999				0	05/01/2018	0	RET	CNV	06/03/2020	PRFORP00	PRF	RTO	MNP	S	760	N	40.00			N	COV Default
6	09000	PRF	99999				0	05/01/2018	0	RET	CNV	06/03/2020	PRFORP00	PRF	RTO	MNP	S	760	N	40.00			N	COV Default
7	09000	PRF	99999				3	11/25/2019	0	HIR	NEW	10/12/2020	PRFHBO00	PRF	CLS	MNP	S	021	E	40.00			N	CNV Only-HBO Position
8	09000	PRF	99999				0	10/31/2019	0	DTA	CNV	06/03/2020	PRFHBO00	PRF	CLS	MNP	S	760	N	40.00			N	CNV Only-HBO Position
9	09000	PRF	99999				0	05/01/2018	0	RET	CNV	06/03/2020	PRFORP00	PRF	RTO	MNP	S	760	N	40.00			N	COV Default
10	09000	PRF	99999				0	10/31/2019	0	DTA	CNV	06/03/2020	PRFHBO00	PRF	CLS	MNP	S	760	N	40.00			N	CNV Only-HBO



Screenshot of the Job Data Query (scrolled right)

STD Claim Number	Recall Elig Flag	Position Description	HR Status	Ben Status	Payroll Status	VPA Only	Job Code	Supervisor ID	Standard Occup Classification	Salary Plan	Grade	Step	Reg/Temp	Full- Part Time	Elig config	Pos Std Hrs	Reports To	Location	FTE	Probation Date	Service Date	Company Seniority Date	Employee State Begin Date	Agency Use Field 1	Agency Use Field 2	Agency Use Field 3
	N	CNV Only- HBO Position	A	A	A	N	COVA99			UG		0 R	F			40.00		CENTR	1.000000		01/01/1989		01/01/1989			
	N	COV/ Default	I	R	R	N	COVA99			UG		0 R	F			40.00		CENTR	1.000000		01/01/2012		01/01/2012			
	N	COV/ Default	I	R	R	N	COVA99			UG		0 R	F			40.00		CENTR	1.000000		09/01/2006		09/01/2006			
	N	CNV Only- HBO Position	A	A	A	N	COVA99			UG		0 R	F			40.00		CENTR	1.000000		08/01/2001		08/01/2001			
	N	COV/ Default	I	R	R	N	COVA99			UG		0 R	F			40.00		CENTR	1.000000		11/30/2008		11/30/2008			
	N	COV/ Default	I	R	R	N	COVA99			UG		0 R	F			40.00		CENTR	1.000000		07/01/2013		07/01/2013			
	N	CNV Only- HBO Position	A	A	A	N	COVA99			UG		0 R	F			40.00		CENTR	1.000000		11/25/2019	09/25/2018	06/10/2015			
	N	CNV Only- HBO Position	A	A	A	N	COVA99			UG		0 R	F			40.00		CENTR	1.000000		01/01/2012		01/01/2012			
	N	COV/ Default	I	R	R	N	COVA99			UG		0 R	F			40.00		CENTR	1.000000		06/30/2013		06/30/2013			
	N	CNV Only- HBO		A	A	N	COVA99			UG		0 R	F			40.00		CENTR	1.000000		08/01/2013		08/01/2013			



Job Mass Update Query / Job Data Query (In Template Format) V_HR_JOB_MASS_DATA_CHANGE

REVISED: 09/15/2021

DESCRIPTION:

This query extracts necessary data from Cardinal to populate the Excel template for a mass upload of job data updates.

NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V_HR_JOB_MASS_DATA_CHANGE

INPUT / SEARCH CRITERIA:

As of Date

Unit

Dept ID

OUTPUT FORMAT:

HTML

Excel

ADDITIONAL INFORMATION:

As of Date field is a required field.

Screenshot of the Job Mass Update Query

V_HR_JOB_MASS_DATA_CHANGE - Job Mass Update query																																
As of Date 09/31/2021																																
Unit 24200																																
Dept ID																																
View Results																																
Download results in: Excel Spreadsheet CSV Text File XML File (2055 kb)																																
View All																																
First 1-100 of 2997 Last																																
Row	Business Unit	EmplId	Empl Rcd	Effective Date	Action	Action Reason	Position Nbr	Establish	Employee Class	Paygroup	Employee Type	Tax Location	FICA Status	Job Std Hrs	State Comp Rate	ST Comp Freq	Non State Comp Rate	Non ST Comp Freq	State Ben Comp Rate	State Ben Comp Freq	Hourly Comp Rate	Hourly Comp Freq	Special Comp Rate	Special Comp Freq	Layoff Notice Dt	STD Claim Num	Recall Elig	Citizenship	ESS Time-Keeper Code	Month Pays	Empl Status / Bill Prem Code	
1	24200			10/26/2019	DTA	CNV	CNUA0002	CNU	FAC	BW1	H	700	N	40.00	0.000000		0.000000		0.000000		50.000000	H	0.000000				N	1	Y			
2	24200		1	10/26/2019	DTA	CNV	CNUA0003	CNU	FAC	BW1	H	700	N	40.00	0.000000		0.000000		0.000000		50.000000	H	0.000000				N	1	Y			
3	24200		0	11/09/2019	DTA	CNV	CNUJ00108	CNU	CLS	SM1	S	700	N	40.00	48463.000000	A	0.000000		0.000000		0.000000		0.000000				N	1	Y	12-24	SF-GB	
4	24200		0	10/26/2019	DTA	CNV	CNUA0004	CNU	FAC	BW1	H	700	N	40.00	0.000000		0.000000		0.000000		50.000000	H	0.000000				N	1	Y			
5	24200		0	10/26/2019	DTA	CNV	CNUH0229	CNU	GNV	BW1	H	700	N	40.00	0.000000		0.000000		0.000000		14.510000	H	0.000000				N	1	Y			
6	24200		0	10/26/2019	DTA	CNV	CNUA0005	CNU	FAC	BW1	H	700	N	40.00	0.000000		0.000000		0.000000		50.000000	H	0.000000				N	1	Y			
7	24200		0	11/09/2019	DTA	CNV	CNUFA160	CNU	APF	SM1	S	700	N	40.00	234715.000000	A	0.000000		0.000000		0.000000		0.000000				N	1	Y	12-24	SF-GB	
8	24200		0	11/09/2019	DTA	CNV	CNUJ00179	CNU	CLS	SM1	S	700	N	40.00	23620.000000	A	0.000000		0.000000		0.000000		0.000000				N	1	Y	12-24	SF-GB	
9	24200		0	11/09/2019	DTA	CNV	CNUF0139	CNU	TNR	SM1	S	700	N	40.00	131906.000000	A	0.000000		0.000000		0.000000		0.000000				N	1	Y		SF-GB	
10	24200		0	11/09/2019	DTA	CNV	CNUJ00260	CNU	CLS	SM1	S	700	N	40.00	27407.000000	A	0.000000		0.000000		0.000000		0.000000				N	1	Y	12-24	SF-GB	
11	24200		0	11/09/2019	DTA	CNV	CNUJ00097	CNU	CLS	SM1	S	700	N	40.00	51787.000000	A	0.000000		0.000000		0.000000		0.000000				N	1	Y	12-24	SF-GB	
12	24200		1	11/28/2019	HIR	XPO	CNUTA18	CNU	CLS	SM1	S	041	N	40.00	80000.000000	A	0.000000		0.000000		0.000000		0.000000				N	1	Y			
13	24200		0	11/09/2019	DTA	CNV	CNUJ00020	CNU	CLS	SM1	S	700	N	40.00	56809.000000	A	0.000000		0.000000		0.000000		0.000000				N	1	Y	12-24	SF-GB	
14	24200		0	11/09/2019	DTA	CNV	CNUJ00364	CNU	CLS	SM1	S	700	N	40.00	24018.000000	A	0.000000		0.000000		0.000000		0.000000				N	1	Y	12-24	SF-GB	



Multiple Active Jobs Query V_HR_MULT_JOBS_QRY

REVISED: 09/15/2021

DESCRIPTION:

This query lists employees that have multiple active job records either in the same agency or different agencies (including employees on leave, layoff, or other active statuses).

NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V_HR_MULT_JOBS_QRY

INPUT / SEARCH CRITERIA:

As Of Date

Bus Unit (Leave Blank for All)

OUTPUT FORMAT:

HTML

Excel

ADDITIONAL INFORMATION:

As Of Date field is a required field.

Screenshot of the Multiple Active Job Query

V_HR_MULT_JOBS_QRY - Multiple Active Jobs Query														
As Of Date 03/31/2020 [B]														
Bus Unit (Leave Blank for All) [Q]														
View Results														
Download results in : Excel Spreadsheet CSV Text File XML File (1874 kb)														
View All														
First 1-100 of 12018 [P] Last														
Row	Emplid	Empl Rcd	Eff Seq	Effective Date	Business Unit	Company	Department	HR Status	Empl Status	Ben Status	Job Code	Grade	Empl Type	Empl Class
1		0	0	10/26/2019	12900	HRM	80100	A	A	A	W39113	H	GNW	
2		1	0	10/31/2019	VRSRT	VRA	99999	A	A	A	COVA99	S	RET	
3		0	0	10/31/2019	VRSRT	VRA	99999	A	A	A	COVA99	S	RET	
4		0	0	10/31/2019	VRSRT	VRA	99999	A	A	A	COVA99	S	RET	
5		0	0	10/31/2019	VRSRT	VRA	99999	A	A	A	COVA99	S	RET	
6		0	0	10/24/2019	29000	JTC	290999	A	A	A	01011	H	FAC	
7		1	0	10/31/2019	VRSRT	VRA	99999	A	A	A	COVA99	S	RET	
8		1	0	03/23/2020	99900	ABC	226130	A	A	A	96714	H	GNW	
9		0	0	10/31/2019	VRSRT	VRA	99999	A	A	A	COVA99	S	RET	
10		0	0	10/24/2019	28200	PVA	282999	A	A	A	W19013	H	GNW	
11		1	0	10/31/2019	VRSRT	VRA	99999	A	A	A	COVA99	S	RET	
12		0	0	10/24/2019	60100	VDH	406020	A	A	A	W19211	H	GNW	
13		1	0	10/31/2019	VRSRT	VRA	99999	A	A	A	COVA99	S	RET	
14		0	0	10/26/2019	15400	DMV	76200	A	A	A	W19091	H	GNW	
15		1	0	10/31/2019	VRSRT	VRA	99999	A	A	A	COVA99	S	RET	
16		0	0	10/26/2019	70300	CSH	00340	A	A	A	W19011	H	GNW	
17		1	0	10/31/2019	VRSRT	VRA	99999	A	A	A	COVA99	S	RET	
18		0	0	10/26/2019	74200	ERT	080	A	A	A	W19013	H	GNW	



Performance Rating Query (In Template Format) V_HR_PERFORMANCE_RATING

REVISED: 09/15/2021

DESCRIPTION:

This query extracts necessary data from Cardinal to populate the Excel template for a mass upload of performance ratings.

NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V_HR_PERFORMANCE_RATING

INPUT / SEARCH CRITERIA:

Business Unit
Effective Date
Rating Type
Rating Cycle

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

Effective Date, Rating Type and Rating Cycle fields are required fields.

Screenshot of the Performance Rating Query

V_HR_PERFORMANCE_RATING - Performance Rating Query

Business Unit:

Effective Date: 03/31/2021

Rating Type:

Rating Cycle: C7 2020

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (15360 kb)

View All First 1-100 of 20645 Last

Row	Business Unit	Employee ID	Employee Record	Name	Effective Date	Effective Sequence	Rating Type	Rating cycle	Review Rating	Re-eval Status	Re-eval Date	Comments
1	12200		0		03/31/2021		0 A	C7 2020	C			
2	12200		0		03/31/2021		0 A	C7 2020	C			
3	12200		0		03/31/2021		0 A	C7 2020	C			
4	12200		0		03/31/2021		0 A	C7 2020	C			
5	12200		0		03/31/2021		0 A	C7 2020	C			
6	12200		0		03/31/2021		0 A	C7 2020	C			
7	12200		0		03/31/2021		0 A	C7 2020	C			
8	12200		0		03/31/2021		0 A	C7 2020	C			
9	12200		0		03/31/2021		0 A	C7 2020	C			
10	12200		0		03/31/2021		0 A	C7 2020	C			
11	12200		0		03/31/2021		0 A	C7 2020	C			
12	12200		0		03/31/2021		0 A	C7 2020	C			
13	12200		0		03/31/2021		0 A	C7 2020	C			
14	12200		0		03/31/2021		0 A	C7 2020	C			
15	12200		0		03/31/2021		0 A	C7 2020	C			
16	12200		0		03/31/2021		0 A	C7 2020	C			
17	12200		0		03/31/2021		0 A	C7 2020	C			
18	12200		0		03/31/2021		0 A	C7 2020	C			



Performance Ratings Audit Query V_PERFORMANCE_RATINGS_AUDIT

REVISED: 09/15/2021

DESCRIPTION:

This query details changes made on the Performance Ratings page including deleted rows. Results include performance ratings fields, user ID/user name of person who made the change, and the date the change was made.

NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V_PERFORMANCE_RATINGS_AUDIT

INPUT / SEARCH CRITERIA:

Business Unit
Department ID
Employee ID
From Date
To Date

OUTPUT FORMAT:

Excel
CSV

ADDITIONAL INFORMATION:

From Date and To Date fields are required fields.

Screenshot of the Performance Ratings Audit Query

V_PERFORMANCE_RATINGS_AUDIT - Performance Ratings Audit Qry

Business Unit (Blank for All)

Department ID (Blank for All)

Employee ID (Blank for All)

From Date01/01/2021

To Date03/31/2021

View Results

Download results in :

Excel Spreadsheet

CSV Text File

XML File

(3 kb)

View All

First 1-6 of 6 Last

Row	Business Unit	Department	Employee ID	Employee Record	Name	Position	Rating Effective Date	Effective Sequence	Rating Type	Rating Cycle	Rating	Description	Supervisor ID	Reviewer ID	Reevaluation Status	Reevaluation Date	Comments	Modified By	Date/Time	Action
1	21500	203101		0		UMWHR008	01/05/2021	0	A	PY 2021	C				IP	01/30/2021		V_HR_ADMINISTRATOR	01/11/2021 11:38:56AM	A
2	23600	1000		0		VCUR5514	01/01/2021	0	A	C7 2020	B		00359030600	00098030400					01/14/2021 2:33:44PM	A
3	50100	10024		1		DOTHR678	02/25/2020	0	C	PY 2020A	C							V_HR_ADMINISTRATOR	01/11/2021 11:39:11AM	A
4	70100	059		0		DOCHR028	01/04/2021	0	A	PY 2021	B				IP	05/24/2021	PIP underway with weekly updates	V_HR_ADMINISTRATOR	01/11/2021 11:27:29AM	A
5	70100	059		0		DOCHR028	01/04/2021	0	A	PY 2021	C				IP	05/24/2021	his re-evaluation was lost, just received and entered late	V_HR_ADMINISTRATOR	01/11/2021 11:30:50AM	A
6	70100	99999		0		DOCHR030	01/04/2021	0	A	PY 2021	C				IP			V_HR_ADMINISTRATOR	01/11/2021 11:35:49AM	A



Personal Data Query V_HR_PERSONAL_DATA

REVISED: 09/15/2021

DESCRIPTION:

This query displays personal data as of a specific date.

NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V_HR_PERSONAL_DATA

INPUT / SEARCH CRITERIA:

As of Date
Bus Unit (Leave Blank for All)
Dept ID (Leave Blank for All)
Emp Status ((Leave Blank for All)
Empl Type (Leave Blank for All)
VPA Only (Leave Blank for All)

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

As of Date field is a required field.

Screenshot of the Personal Data Query

V_HR_PERSONAL_DATA - Query to pull Personal Data

As of Date: 03/31/2021

Bus Unit (Leave Blank for All)

Dept ID (Leave Blank For All)

Emp Statu(Leave Blank for All)

Empl Type(Leave Blank for All)

VPA Only (Leave Blank for All)

View Results

Download results in : Excel Spreadsheet CSV Text File XML File (15360 kb)

View All

First 1-100 of 14014 Last

Row	Emplid	Empl Rcd	Business Unit	Dept	Empl Class	Empl Status	Job Code	First Name	Middle Name	Last Name	Date of Birth	Date of Death	Gender	Marital Status	Address 1	Address 2	City	State	Postal Code	Phone Type	Phone Number	Extension	Email Type	Email Address	Ethnic Group	Medicare Entitlement Date
1		0	09000	99999	CLS	Active	COVA99						Female	Married			NEW KENT	VA	23124-2431	HOME			BUSN	noemail@virginia.gov	WHITE	12/01/2020
2		0	09000	99999	RTO	Retired	COVA99						Female	Unknown			LITTLE RIVER	SC	29566-6838				BUSN	noemail@virginia.gov	NSPEC	04/01/2007
3		0	09000	99999	RTO	Retired	COVA99						Female	Unknown			COLONIAL BEACH	VA	22443-2522	HOME			BUSN	noemail@virginia.gov	NSPEC	08/01/2011
4		0	09000	99999	CLS	Active	COVA99						Female	Married			MONTROSS	VA	22520-2106	HOME			BUSN	noemail@virginia.gov	NSPEC	02/01/2038
5		0	09000	99999	RTO	Retired	COVA99						Male	Unknown			COLONIAL BEACH	VA	22443-2522	HOME			BUSN	noemail@virginia.gov	NSPEC	12/01/2008
6		0	09000	99999	RTO	Retired	COVA99						Male	Unknown			NEWBURG	MD	20664-3028				BUSN	noemail@virginia.gov	NSPEC	02/01/2012
7		3	09000	99999	CLS	Active	COVA99						Female	Unknown			RICHMOND	VA	23225-6804	BUSN			BUSN	noemail@virginia.gov	BLACK	07/01/2059
8		0	09000	99999	CLS	Active	COVA99						Female	Unknown			COLONIAL BEACH	VA	22443-3626	HOME			BUSN	noemail@virginia.gov	NSPEC	07/01/2032
9		0	09000	99999	RTO	Retired	COVA99						Female	Unknown			NEWBURG	MD	20664-3028				BUSN	noemail@virginia.gov	NSPEC	12/01/2013
10		0	09000	99999	CLS	Active	COVA99						Male	Unknown			CATONSVILLE	MD	21228-5667				BUSN	noemail@virginia.gov	NSPEC	03/01/2025



Position Data Information Query V_HR_POSITION_DATA

REVISED: 09/15/2021

DESCRIPTION:

This query provides an extract of position data for Agency HR Administrators and DHRM Operations.

NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V_HR_POSITION_DATA

INPUT / SEARCH CRITERIA:

As of Date
Bus Unit (Leave Blank for All)
Deptid (Leave Blank for All)
Posn# (Leave Blank for All)
Title (Leave Blank for All)
Full/Part (Leave Blank for All)
Pos Status (Leave Blank for All)
Status (Leave Blank for All)
Job Code (Leave Blank for All)
Grade (Leave Blank for All)
SOC (Leave Blank for All)

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

As of Date field is a required field.



Screenshot of the Position Data Information Query

V_HR_POSITION_DATA - Position Data information

As of Date 03/31/2020

Bus Unit (Leave Blank for All)

Deptid (Leave Blank for All)

Posn# (Leave Blank for All)

Title (Leave Blank for All)

Full/Part(Leave Blank for All)

PosStatus(Leave Blank for All)

Status(Leave Blank for All)

Job Code (Leave Blank for All)

Grade (Leave Blank for All)

SOC (Leave Blank for All)


View Results

Download results in: Excel Spreadsheet CSV Text File XML File (15360 kb)

View All

Row	Position Nbr	Effective Date	Effective Status	Descr	Business Unit	Dept ID	Job Code	Status	Company	Reg - Temp	Full - Part Time	Sal Plan	Grade	Position Action	Position Reason	Action Date	Confidential Position	Filled/Vacant	Reports To	Location	Std Hours	FLSA Stat	FTE
1	PRFBN777	01/01/2020	A	CNV Only- HBO Position	09000	99999	COVA99	A	PRF	R	F	UG		POS	NEW	01/01/2020	N	5		CENTR	40.00	N	1.000000
2	PRFHBO00	01/01/1901	A	CNV Only- HBO Position	09000	99999	COVA99	A	PRF	R	F	UG		POS	NEW	05/31/2020	N	5		CENTR	40.00	N	1.000000
3	PRFORP00	01/01/1901	A	COV Default	09000	99999	COVA99	A	PRF	R	F	UG		POS	NEW	05/31/2020	N	0		CENTR	40.00	N	1.000000
4	NREHBO00	01/01/1901	A	COV Default	09100	99999	COVA99	A	NRE	R	F	UG		POS	NEW	05/30/2020	N	4		CENTR	40.00	N	1.000000
5	SOV00111	01/01/1901	A	COV Default	10000	1100111	COVA99	A	SOV	R	P	UG		POS	NEW	05/31/2020	N	0	SOVCLK27	CENTR	40.00	P	1.000000
6	SOV3334T	01/01/1901	A	COV Default	10000	1100101	COVA99	A	SOV	R	P	UG		POS	NEW	06/23/2020	N	0	SOVCLK27	CENTR	40.00	N	1.000000
7	SOV7501A	01/01/1901	A	Leg Asst - Benefitted-Salary	10000	1113001	COVA99	A	SOV	R	F	UG		POS	NEW	05/31/2020	N	3	SOVCLK27	CENTR	40.00	P	1.000000

Screenshot of the Position Data Information Query (scrolled right)

First 1-100 of 26574  Last																		
FTE	Position Review Date	Position Months	Position Economic Interests	Position EEO Code	Position Safety Sensitive Ind	SOC	Position Alternate Work Schedu	Sensitive Position code	Position Agency Field1	Position Agency Field 2	Position Agency Field 3	Supervisor's Position Number	Workers Comp Hazard code	Position License 1	Position Licenses 2	Position Licenses 3	Critical-Hard-to-Hire	VPA Covered
1.000000		12.00	N	N	N		N	N					8810				N	N
.000000		12.00	N	N	N		N	N					8810				N	N
1.000000		12.00	N	N	N		N	N					8810				N	N
.000000		12.00	N	N	N		N	N					8810				N	N
.000000		12.00	N	N	N		N	N				SOVCLK29	8810				Y	N
1.000000		12.00	N	N	N		N	N				SOVCLK29	8810				Y	N
1.000000		12.00	N	N	N		N	N				SOVCLK29	8810				Y	N
.000000		12.00	N	N	N		N	N				SOVCLK29	8810				Y	N



Position Data Query (In Template Format) V_HR_POSITION_MASS_DATA_CHANGE

REVISED: 09/15/2021

DESCRIPTION:

This query extracts necessary data from Cardinal to populate the Excel template for a mass upload of position updates.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_HR_POSITION_MASS_DATA_CHANGE

INPUT / SEARCH CRITERIA:

As of Date
Bus Unit (Leave Blank for All)
DEPTID (Leave Blank for All)

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

As of Date field is a required field.

Screenshot of the Position Data Query

V_HR_POSITION_MASS_DATA_CHANGE - Position Data Query																											
As of Date 03/31/2021																											
Bus Unit (Leave Blank for All)																											
DEPTID (Leave Blank for All)																											
View Results																											
Download results in : Excel Spreadsheet CSV Text File XML File (15360 kb)																											
View All																											
Row	Position	Eff Date	Sequence	Status	Action	Reason	Descr	Short Desc	Unit	Dept ID	Location	Job Code	Position Status	Reports To	Company	Std Hrs/Wk	Full/Part	FLSA Status	FTE	Avail Telework	Salary Step	Review Date	Pos Months	Stmts EIR	Agen Use		
1	100HR102	12/01/2020	0	I	POS	UPD	Security Assistant (2)	W89214	70100	001	CENTR	W89214	A	DOCHR001	DOC	40.00	F	N	1.000000	N	0		12.00	N			
2	400HR102	01/02/1901	0	A	POS	NEW	Security Assistant (2)	W89214	70100	001	CENTR	W89214	A	DOCHR001	DOC	40.00	F	N	1.000000	N	0		12.00	N			
3	A010000F	12/29/2020	0	A	POS	UPD	TLC 047001000 Full Time Pos	047001000	LOCAL	047001000	OHB	COVA99	A	400HR102	A01	40.00	F	N	1.000000	N	0		12.00	N			
4	A010000P	01/01/1901	0	A	POS	NEW	TLC 047001000 Part Time Pos	047001000	LOCAL	047001000	OHB	COVA99	A		A01	40.00	P	N	1.000000	N	0		12.00	N			
5	A020000F	01/01/1901	0	A	POS	NEW	TLC 047002000 Full Time Pos	047002000	LOCAL	047002000	OHB	COVA99	A		A02	40.00	F	N	1.000000	N	0		12.00	N			
6	A020000P	01/01/1901	0	A	POS	NEW	TLC 047002000 Part Time Pos	047002000	LOCAL	047002000	OHB	COVA99	A		A02	40.00	P	N	1.000000	N	0		12.00	N			
7	A030000F	01/01/1901	0	A	POS	NEW	TLC 047002001 Full Time Pos	047002001	LOCAL	047002001	OHB	COVA99	A		A03	40.00	F	N	1.000000	N	0		12.00	N			



Screenshot of the Position Data Query (scrolled right)

First 1-100 of 28235 Last

Stmts EIR	Agency Use 1	Agency Use 2	Agency Use 3	EEO- 4 Cat	Safety Sensitive	Fingerprinting	SOC	Alternate Work	Supervisor Pos	Wrks Comp	License 1	Licenses 2	Licenses 3	Critical/Hard	VPA Covered
				2	N	N		Y	DOCHR001					N	N
				2	N	N		Y	DOCHR001					N	N
				N	N	N		N		8810				N	N
N				N	N	N		N		8810				N	N
				N	N	N		N		8810				N	N
2				N	N	N		N		8810				N	N
2				N	N	N		N		8810				N	N
				N	N	N		N		8810				N	N



Position Default Funding Query V_HR_POSN_DFLT_EMPL_DATA

REVISED: 09/15/2021

DESCRIPTION:

This query pulls Position Default Funding (or Department if Position is not present) for incumbents, and includes the employee's pay rate (compensation).

NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V_HR_POSN_DFLT_EMPL_DATA

INPUT / SEARCH CRITERIA:

As of Date

Business Unit (Blank for All)

Department (Blank for All)

OUTPUT FORMAT:

HTML

Excel

ADDITIONAL INFORMATION:

As of Date field is a required field.

Screenshot of the Position Default Funding by Employee

V_HR_POSN_DFLT_EMPL_DATA - Position Default Funding Query																											
As of Date 03/31/2020																											
Business Unit (Blank for All)																											
Department (Blank for All)																											
View Results																											
Download results in: Excel Spreadsheet CSV Text File XML File (15360 kb)																											
View All																											
Row	Business Unit	Department	Position Number	Headcount Status	Position Status	Incumbent Emplid	Empl Rcd Nbr	Empl Type	Compensation Rate	Comp Frequency	Percent of Distribution	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	PC Business Unit	Project	Activity	Source Type	Category	Subcategory	Future Use 1
1	10000	1100	SOVCLK01	1	A		0	S	8809.708333	S	100.000	01000	782004	1100													
2	10000	1100	SOVCLK02	3	A		0	S	5728.458333	S	100.000	01000	782004	1100													
3	10000	1100	SOVCLK02	3	A		0	S	2500.000000	S	100.000	01000	782004	1100													
4	10000	1100	SOVCLK02	3	A		0	S	74000.000000	A	100.000	01000	782004	1100													
5	10000	1100	SOVCLK03	1	A		0	S	2166.666667	S	100.000	01000	782004	1100													
6	10000	1100	SOVCLK04	1	A		0	S	3156.166667	S	100.000	01000	782004	1100													
7	10000	1100	SOVCLK05	2	A		1	S	576.923077	W	100.000	01000	782004	1100													
8	10000	1100	SOVCLK05	2	A		0	S	2264.583333	S	100.000	01000	782004	1100													
9	10000	1100	SOVCLK06	1	A		0	S	1875.000000	S	100.000	01000	782004	1100													
10	10000	1100	SOVCLK07	1	A		0	S	2523.666667	S	100.000	01000	782004	1100													
11	10000	1100	SOVCLK08	1	A		0	S	3534.291667	S	100.000	01000	782004	1100													
12	10000	1100	SOVCLK09	1	A		0	S	2042.250000	S	100.000	01000	782004	1100													
13	10000	1100	SOVCLK10	1	A		0	S	3832.666667	S	100.000	01000	782004	1100													
14	10000	1100	SOVCLK11	1	A		0	S	3181.416667	S	100.000	01000	782004	1100													
15	10000	1100	SOVCLK12	1	A		0	S	1958.333333	S	100.000	01000	782004	1100													
16	10000	1100	SOVCLK13	1	A		0	S	3874.958333	S	100.000	01000	782004	1100													
17	10000	1100	SOVCLK14	1	A		0	S	2064.000000	S	100.000	01000	782004	1100													
18	10000	1100	SOVCLK15	1	A		0	S	3154.375000	S	100.000	01000	782004	1100													
19	10000	1100	SOVCLK16	1	A		0	S	5788.166667	S	100.000	01000	782004	1100													
20	10000	1100	SOVCLK17	1	A		0	S	6220.916667	S	100.000	01000	782004	1100													



Position Funding Query (In Template Format) V_HR_POS_FUNDING_MASS_LOAD

REVISED: 09/15/2021

DESCRIPTION:

This query extracts necessary data from Cardinal to populate the Excel template for a mass upload of position funding changes.

NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V_HR_POS_FUNDING_MASS_LOAD

INPUT / SEARCH CRITERIA:

As Of Date

SETID (Leave Blank for All)

DEPTID (Leave Blank for All)

OUTPUT FORMAT:

HTML

Excel

ADDITIONAL INFORMATION:

The **As Of Date** field is a required field.

Screenshot of the Position Funding Query

V_HR_POS_FUNDING_MASS_LOAD - Position Funding Query																										
As Of Date 03/31/2020 [ti]																										
SETID (Leave Blank for All) [Q]																										
DEPTID (Leave Blank for All) [Q]																										
View Results																										
Download results in: Excel Spreadsheet CSV Text File XML File (15360 kb)																										
View All																										
First 1-100 of 35887 [D] Last																										
Row	Setid	Deptid	Fiscal Year	Bud Lvl Inc	Effective Date	Eff Status	Position Nbr	Disc_PCT	Fund Code	Chartfield2	Deptid CF	Chartfield1	Product	Class Fld	Operating Unit	Chartfield3	Budget Ref	Business Unit PC	Project ID	Activity ID	Resource Type	Resource Cat	Resource Sub Cat	Affiliate	Affiliate Intra1	Program Code
1	10000	1100	2020	D	07/01/2019	A			100.000	01000	782004	1100			760											
2	10000	1100	2020	P	07/01/2019	A	SOVCLK01		100.000	01000	782004	1100														
3	10000	1100	2020	P	07/01/2019	A	SOVCLK02		100.000	01000	782004	1100														
4	10000	1100	2020	P	07/01/2019	A	SOVCLK03		100.000	01000	782004	1100														
5	10000	1100	2020	P	07/01/2019	A	SOVCLK04		100.000	01000	782004	1100														
6	10000	1100	2020	P	07/01/2019	A	SOVCLK05		100.000	01000	782004	1100														
7	10000	1100	2020	P	07/01/2019	A	SOVCLK06		100.000	01000	782004	1100														
8	10000	1100	2020	P	07/01/2019	A	SOVCLK07		100.000	01000	782004	1100														
9	10000	1100	2020	P	07/01/2019	A	SOVCLK08		100.000	01000	782004	1100														
10	10000	1100	2020	P	07/01/2019	A	SOVCLK09		100.000	01000	782004	1100														
11	10000	1100	2020	P	07/01/2019	A	SOVCLK10		100.000	01000	782004	1100														
12	10000	1100	2020	P	07/01/2019	A	SOVCLK11		100.000	01000	782004	1100														
13	10000	1100	2020	P	07/01/2019	A	SOVCLK12		100.000	01000	782004	1100														
14	10000	1100	2020	P	07/01/2019	A	SOVCLK13		100.000	01000	782004	1100														
15	10000	1100	2020	P	07/01/2019	A	SOVCLK14		100.000	01000	782004	1100														
16	10000	1100	2020	P	07/01/2019	A	SOVCLK15		100.000	01000	782004	1100														
17	10000	1100	2020	P	07/01/2019	A	SOVCLK16		100.000	01000	782004	1100														
18	10000	1100	2020	P	07/01/2019	A	SOVCLK17		100.000	01000	782004	1100														
19	10000	1100	2020	P	07/01/2019	A	SOVCLK18		100.000	01000	782004	1100														
20	10000	1100	2020	P	07/01/2019	A	SOVCLK19		100.000	01000	782004	1100														



Privatization Query V_HR_PRIVATIZED

REVISED: 0/15/2021

DESCRIPTION:

This query identifies positions with the Privatization Flag checked within a given time period. This query is for DHRM to monitor positions that have been privatized.

NAVIGATION PATH:

Navigator> Reporting Tools > Query Viewer - Search V_HR_PRIVATIZED

INPUT / SEARCH CRITERIA:

Bus Unit (Leave Blank for All)
As Of Date

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

As Of Date field is a required field.

Screenshot of the Privatization Query

V_HR_PRIVATIZED - Privatization Query

Bus Unit (Leave Blank for All)

As Of Date

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

View All

First 1-2 of 2 Last

Row	Business Unit	Position Number	Effective Date	Job Code	Grade	Position Type
1	70100	100HR102	12/01/2020	W89214		F
2	71800	BCCHR001	01/25/2021	91512		F



Reward and Recognition Query (In Template Format)

V_HR_REWARD_RECOGN_MASS_DATA

REVISED: 09/15/2021

DESCRIPTION:

This query extracts necessary data from Cardinal to populate the Excel template for a mass upload of rewards and recognition.

NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V_HR_REWARD_RECOGN_MASS_DATA

INPUT / SEARCH CRITERIA:

As of Date
Business Unit (Blank for All)
Department (Blank for All)
Reward Type (Blank for all)

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

The **As of Date** field is a required field.

Screenshot of the Reward and Recognition Query (In Template Format)

V_HR_REWARD_RECOGN_MASS_DATA - Reward and Recognition Report													
As of Date 03/31/2020													
Business Unit (Blank for All)													
Department (Blank for All)													
Reward Type (Blank for all)													
View Results													
Download results in : Excel Spreadsheet CSV Text File XML File (10669 kb)													
View All													
First 1-100 of 14985 Last													
Row	Employee ID	Empl Record	Reward ID	Effective Date	Expire Dt	Reward Type	Written Agreement Flag	Reward Hours	Reward Amount	Agency Notes	Award Date	Reward Hours	Reward Amount
1		0		1 05/10/2019		ERL	N	4.00	0.00	VPSW	05/10/2019	4.00	0.00
2		0		1 05/05/2019		ERL	N	8.00	0.00	VPSW	05/05/2019	8.00	0.00
3		0		1 05/24/2019		ERL	N	4.00	0.00	VPSW	05/24/2019	4.00	0.00
4		0		1 11/10/2018		ERB	N	0.00	1108.66		11/10/2018	0.00	1108.66
5		0		1 01/10/2019		ERB	N	0.00	200.00		01/10/2019	0.00	200.00
6		0		1 09/06/2018		ERN	N	0.00	50.00	Super Service Award	09/06/2018	0.00	50.00
7		0		2 12/01/2018		ERN	N	0.00	200.00	ANNUAL EMPLOYEE RECO	12/01/2018	0.00	200.00
8		0		1 06/01/2019		ERL	N	4.00	0.00	VPSW	06/01/2019	4.00	0.00
9		0		1 05/10/2019		ERL	N	4.00	0.00	VPSW	05/10/2019	4.00	0.00
10		0		1 05/10/2019		ERL	N	4.00	0.00	VPSW	05/10/2019	4.00	0.00
11		0		1 05/10/2019		ERL	N	4.00	0.00	VPSW	10/01/2018	2.00	0.00
12		0		2 10/30/2019		ERL	N	4.00	0.00		10/30/2019	4.00	0.00
13		0		1 05/10/2019		ERL	N	4.00	0.00	VPSW	05/10/2019	4.00	0.00
14		0		1 05/10/2019		ERL	N	4.00	0.00	VPSW	07/10/2018	0.00	1200.00
15		0		1 05/10/2019		ERL	N	4.00	0.00	VPSW	05/10/2019	4.00	0.00



Salary Grade Query

V_HR_SAL_GRADE

REVISED: 09/15/2021

DESCRIPTION:

This query provides existing Salary Plan structures associated with the Agency Head Salary Plan as well as the Job Code min/max structures attached to the Faculty (FA) and Ungraded (UG) salary plans and alternate grades assigned at the agency level.

NAVIGATION PATH:

Navigator> Reporting Tools > Query Viewer > V_HR_SAL_GRADE

INPUT / SEARCH CRITERIA:

Set ID
Salary Plan

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

There are no required fields for this query.

Screenshot of the Salary Grade Query

V_HR_SAL_GRADE - Salary Grade Query									
Set ID <input type="text"/>									
Salary Plan <input type="text"/>									
View Results									
Download results in : Excel Spreadsheet CSV Text File XML File (307 kb)									
View All									
Row	Set ID	Salary Plan	Salary Grade	Effective Date	Effective Status	Description	Min Annual Salary	Mid Annual Salary	Max Annual Salary
1	15600	AH	156	01/01/1901	A	Agency Head, DSP	169179.000	181616.500	194054.000
2	15600	NV	1	01/01/1901	A	Northern VA Extended Range 1	17296.000	39504.000	61712.000
3	15600	NV	2	01/01/1901	A	Northern VA Extended Range 2	22597.000	49570.500	76544.000
4	15600	NV	3	01/01/1901	A	Northern VA Extended Range 3	27004.000	57944.000	88884.000
5	15600	NV	4	01/01/1901	A	Northern VA Extended Range 4	35278.000	73659.000	112040.000
6	15600	NV	5	01/01/1901	A	Northern VA Extended Range 5	46087.000	94189.500	142292.000
7	15600	NV	6	01/01/1901	A	Northern VA Extended Range 6	60209.000	121011.500	181814.000
8	15600	NV	7	01/01/1901	A	Northern VA Extended Range 7	78659.000	147351.000	216043.000
9	15600	NV	8	01/01/1901	A	Northern VA Extended Range 8	102756.000	190532.000	278308.000
10	15600	NV	9	01/01/1901	A	Northern VA Extended Range 9	134245.000	317122.500	500000.000
11	15600	SW	1	01/01/1901	A	Statewide Salary Grade 1	17296.000	33206.500	49117.000
12	15600	SW	2	01/01/1901	A	Statewide Salary Grade 2	22597.000	41561.500	60526.000
13	15600	SW	3	01/01/1901	A	Statewide Salary Grade 3	27004.000	48510.500	70017.000
14	15600	SW	4	01/01/1901	A	Statewide Salary Grade 4	35278.000	61554.500	87831.000



Salary Grade/Step Query

V_HR_SALARY_GRADE_STEP_QUERY

REVISED: 09/15/2021

DESCRIPTION:

This query provides existing step structures within the agency. If access to multiple agencies, the table configuration values displays for all applicable Business units.

NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V_HR_SALARY_GRADE_STEP_QUERY

INPUT / SEARCH CRITERIA:

Set ID (blank for all)

Salary Plan (blank for all)

OUTPUT FORMAT:

HTML

Excel

ADDITIONAL INFORMATION:

There are no required fields for this query.

Screenshot of the Salary Grade/Step Query

V_HR_SALARY_GRADE_STEP_QUERY - Salary Grade-Step Query										
Set ID(blank for all) <input type="text"/> <input type="button" value="Q"/>										
Salary Plan(blank for all) <input type="text"/> <input type="button" value="Q"/>										
<input type="button" value="View Results"/>										
Download results in : Excel Spreadsheet CSV Text File XML File (26 kb)										
View All										
										First 1-94 of 94 Last
Row	Set ID	Salary Plan	Effective Date	Grade	Step	Max Hourly Rate	Max Daily Rate	Max Monthly Rate	Max Annual Rate	Step Description
1	19400	SW	01/01/1901	3	1	0.000000	0.000	0.000	0.000	SW 3.1 = 36750-57,386
2	19400	SW	01/01/1901	4	1	0.000000	0.000	0.000	0.000	SW 4.1 = 46200-78,348
3	19400	SW	01/01/1901	5	1	0.000000	0.000	0.000	0.000	SW 5.1 = 71951-111,102
4	20300	NV	01/01/1901	4	1	0.000000	0.000	0.000	0.000	NV 1.1 = 51,938-112,040
5	20300	SW	01/01/1901	1	1	0.000000	0.000	0.000	0.000	SW 1.1 = 20,490-49,117
6	20300	SW	01/01/1901	3	1	0.000000	0.000	0.000	0.000	SW 3.1 = 29148-70,017
7	20300	SW	01/01/1901	3	2	0.000000	0.000	0.000	0.000	SW 3.2 = 30,239-70,017
8	20300	SW	01/01/1901	3	3	0.000000	0.000	0.000	0.000	SW 3.3 = 31,613-70,017
9	20300	SW	01/01/1901	4	1	0.000000	0.000	0.000	0.000	SW 4.1 = 37,506-70,017
10	20300	SW	01/01/1901	4	2	0.000000	0.000	0.000	0.000	SW 4.2 = 37,506-87,831
11	20300	SW	01/01/1901	4	3	0.000000	0.000	0.000	0.000	SW 4.3 = 38,922-87,831
12	20300	SW	01/01/1901	4	4	0.000000	0.000	0.000	0.000	SW 4.3 = 35,315-87,831
13	20800	SW	01/01/1901	3	1	0.000000	0.000	0.000	0.000	SW 3.1 = 26,217-61,053
14	21400	SW	01/01/1901	3	1	0.000000	0.000	0.000	0.000	SW 3.1 = 29,253-57,386
15	21400	SW	01/01/1901	3	2	0.000000	0.000	0.000	0.000	SW 3.2 = 38,267-70,017



Seniority Date Review Query V_HR_CMPNY_SENIORITY_DT_REVIEW)

REVISED: 09/15/2021

DESCRIPTION:

This query displays all users (User ID) that have a specific role. Query identifies changes made to the seniority date or if the seniority date is missing.

NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V_HR_CMPNY_SENIORITY_DT_REVIEW

INPUT / SEARCH CRITERIA:

Business Unit
Department ID
Employee ID
From Date
To Date

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

Business Unit, From Date and To Date fields are required fields.

Screenshot of the Seniority Date Review Query

V_HR_CMPNY_SENIORITY_DT_REVIEW - Seniority Date Review

Business Unit

Department ID

Employee ID

From Date

To Date

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (3 kb)

View All First 1-6 of 6 Last

Row	Business Unit	Department ID	Name	Employee ID	Empl Record	Position	Location	Changed On	Changed By	Old Value	New Value	Reason
1	24200	11025				1 CNUA12	CENTR					Missing Seniority Date
2	24200	11485				1 CNU00075	CENTR					Missing Seniority Date
3	24200	11600				1 CNUA17	CENTR					Missing Seniority Date
4	24200	28025				1 CNUA18	CENTR					Missing Seniority Date
5	24200	99999				1 CNUORP00	CENTR					Missing Seniority Date
6	24200	99999				0 CNUORP00	CENTR					Missing Seniority Date



Terminated Employee Query for DGS V_HR_DGS_TERM_EMPLOYEES

REVISED: 09/15/2021

DESCRIPTION:

This query provides Department of General Services (DGS) the ability to identify terminated employees to support the building security process.

NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V_HR_DGS_TERM_EMPLOYEES

INPUT / SEARCH CRITERIA:

Business (Blank for All)
From Date
To Date

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

From Date and To Date fields are required fields.

Screenshot of the Terminated Employee Query for DGS

V_HR_DGS_TERM_EMPLOYEES - Terminated empl query for DGS					
Business Unit (Blank for ALL) <input type="text"/>					
From Date <input type="text" value="01/01/2021"/>					
To Date <input type="text" value="03/31/2021"/>					
View Results					
Download results in : Excel Spreadsheet CSV Text File XML File (3 kb)					
View All					
Row	ID	Name	Unit	Term Date	
1			12300	03/10/2021	
2			15100	01/02/2021	
3			15100	01/19/2021	
4			15100	03/01/2021	
5			19100	01/31/2021	
6			21200	01/01/2021	
7			21200	02/23/2021	
8			21500	02/23/2021	
9			21500	01/12/2021	
10			50100	02/28/2021	
11			50100	02/23/2021	
12			50100	01/15/2021	
13			50100	01/01/2021	
14			50100	01/01/2021	
15			70100	02/10/2021	
16			70100	01/06/2021	
17			70100	01/25/2021	
18			70200	02/23/2021	
19			74500	01/31/2021	
20			77700	01/31/2021	
21			99900	01/03/2021	
22			CHBBN	03/29/2021	
23			CHBBN	03/30/2021	



Human Resources Reports

<This page is intended to be blank>



Action Reason Validation Report (RHR489)

REVISED: 09/15/2021

DESCRIPTION:

This report shows Job Data changes that are inconsistent with the definition of the action/action reason for classified employees only. The report only shows rows where the defined field level criteria were not met.

This Business Intelligence (BI) Publisher Report is used by Agency and Department of Human Resource Management (DHRM) HR staff to ensure actions comply with the Compensation Policy for Classified Employees.

NAVIGATION PATH:

Navigator > Workforce Administration > Job Information > Reports > Action Reason Validation Rpt

INPUT / SEARCH CRITERIA:

Business Unit (Leave Blank for All)
From Date
To Date

OUTPUT FORMAT:

PDF

Screenshot of the Action Reason Validation Report Run Control page

The screenshot shows the 'Action Reason Validation Rpt' run control page. At the top, there is a navigation bar with a link to 'Cardinal Homepage' and the report title 'Action Reason Validation Rpt'. Below this, a tab labeled 'Action Reason Validation Rpt' is active. The main area displays 'Run Control ID: Action_Reason_Validation_Rpt' and links for 'Report Manager' and 'Process Monitor'. A 'Run' button is located on the right. Under the 'Report Request Parameters' section, there are input fields for 'Business Unit (Leave Blank for All)' with a search icon, and two date fields labeled '*From Date' and '*To Date' with calendar icons. At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

ADDITIONAL INFORMATION:

From Date and **To Date** fields are required fields.



Screenshot of the Action Reason Validation Report

		Commonwealth of Virginia Action Reason Validation Report										
Report ID: RHR489		Run Date: 09/08/2021 Run Time: 11:18:13 Page 1 of 1										
Business Unit:		From Date: 2019-10-01 To Date: 2020-01-31										
Employee ID	EMPL Rcd	Name	Eff date	Eff Seq	Action	Reason	Business Unit	Sal Admin Plan	Grade	Position Number	Department	Comp Rate
	0		11/30/2019	0	XFR	REA	12700	SW	4	DEM3336T	98313000	60000.00
	1		11/30/2019	0			12700	SW	4	DEM3336T	98313000	60000.00
	1		12/10/2019	0	HIR	XPO	19400	SW	5	DG30P010	194114	2500.00
	1		12/10/2019	0			21300	SW	5	NSU00689	52012	2994.79
	0		10/01/2019	0	HIR	XPO	24100	SW	4	RBCPY011	4000	2500.00
	0		10/01/2019	0			24100	SW	4	RBCPY011	4000	2500.00
	0		11/27/2019	0	XFR	PRO	40300	SW	5	GIF13021	51000	2500.00
	0		11/25/2019	0			40300	SW	5	GIF1302B	51000	2500.00
	0		11/30/2019	0	XFR	PRO	40300	SW	5	GIF13023	51000	2500.00
	0		11/25/2019	0			40300	SW	5	GIF1302D	51000	2500.00
	0		10/08/2019	0	XFR	PRO	70100	SW	3	DOCPY012	121	0.00
	0		10/01/2019	0			70100	SW	5	DOCPY011	105	2583.33
	1		11/30/2019	0	HIR	XPO	79400	SW	1	CBR0017T	00290	1250.00
			11/30/2019	0			26300	SW	2	RCB2225T	10312	2500.00



Compensation Eligibility Report (RHR361)

REVISED: 09/15/2021

DESCRIPTION:

This report monitors eligibility for compensation changes. The report displays three years of performance data and displays gross earnings and bonus balances for year to date.

Agency and DHRM HR Subject Matter Experts (SMEs) and Managers use this report to validate eligibility for legislatively mandated and other compensation changes.

NAVIGATION PATH:

Navigator > Workforce Administration > Job Information > Reports > Compensation Eligibility Rpt

INPUT / SEARCH CRITERIA:

Business Unit (Leave Blank for All)
Department ID (Leave Blank for All)
Employee ID
Virginia Personnel Act (VPA) Only? (checkbox)

OUTPUT FORMAT:

Excel

Screenshot of the Compensation Eligibility Report Run Control Page

The screenshot shows the 'Compensation Eligibility Rpt' run control page. At the top, there is a navigation bar with a '< Process List' button and the title 'Compensation Eligibility Rpt'. Below this, a green tab labeled 'Compensation Eligibility Report' is selected. The main content area has the title 'Compensation Eligibility Report' and a 'Run Control ID' of 'Compensation_Eligibility_Rpt'. To the right of the ID are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. Below this is a 'Group Box' containing search criteria: 'Business Unit (Leave Blank for All)', 'Department (Leave Blank for All)', 'Employee ID', and 'VPA Only?:' with an unchecked checkbox. Each text input field has a magnifying glass icon. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.



Screenshot of the Compensation Eligibility Report

Bus Unit	Department	Employee ID	Empl Rcd	Name	Position	Company	Job Code	Salary Plan	Grade	Step	Std Hours	State Salary	Non-State Salary	Special Pay	VPA?	Leave Service Date	Cont State Service Date	Prior Months of Service	Job Entry Date	Performance Rating Date
10000	1113005 B		0		SOV750 5B	SOV	COVA99	UG		0	40	14749	0	0	N		2017-01-08	0	2019-11-15	
10000	1113005 B		0		SOV750 5B	SOV	COVA99	UG		0	40	38500	0	0	N		2018-12-01	0	2019-11-15	
10000	1113005 B		0		SOV750 5B	SOV	COVA99	UG		0	40	38500	0	0	N		2018-12-01	0	2019-11-15	
10000	1113005 B		0		SOV750 5B	SOV	COVA99	UG		0	40	5300	0	0	N		2018-05-06	0	2019-11-15	
10000	1113005 B		0		SOV750 5B	SOV	COVA99	UG		0	40	5300	0	0	N		2018-05-06	0	2019-11-15	
10000	1113005 B		0		SOV750 5B	SOV	COVA99	UG		0	40	5300	0	0	N		2019-08-01	0	2019-11-15	
10000	1113005 B		0		SOV750 5B	SOV	COVA99	UG		0	40	5300	0	0	N		2019-08-01	0	2019-11-15	

Screenshot of the Compensation Eligibility Report (scrolled right)

Performance Rating Date	Performance Rating Cycle	Performance Rating Type	Performance Rating	Effective Date	Action	Action Reason	Compensation Rate	Compensation Frequency	Change Amount	Change Percent	Reward ID	Reward Dt	Reward Type	Reward Amt
				2019-11-15	DTA	CNV	614.541 667	S	0	0				0
				2018-12-01	HIR	CNV	1604.16 6667	S	0	0				0
				2019-11-15	DTA	CNV	1604.16 6667	S	0	0				0
				2018-05-06	HIR	CNV	220.833 333	S	0	0				0
				2019-11-15	DTA	CNV	220.833 333	S	0	0				0
				2019-08-01	HIR	CNV	220.833 333	S	0	0				0
				2019-11-15	DTA	CNV	220.833 333	S	0	0				0



Compensation Levels by Job Code and SOC Report (RHR427)

REVISED: 09/15/2021

DESCRIPTION:

This report is used to analyze compensation levels detailed by Job Code, Standard Occupational Classification (SOC) Code, or both. Once the compensation data is detailed by the desired code, the report displays the information by average, min, mid, median, max, and quartiles.

The end users are Agency HR and DHRM HR Staff.

NAVIGATION PATH:

Navigator> Workforce Administration > Job Information > Reports > Comp Levels by Job Code & SOC

INPUT / SEARCH CRITERIA:

Business Unit (Leave blank for all)
As of Date
Department (Leave blank for all)
VPA Only (checkbox)
Radio button for Code Level (Job Code, SOC Code, or Both)

OUTPUT FORMAT:

Excel

Screenshot of the Compensation Levels by Job Code and SOC Report Run Control Page

The screenshot shows the 'Comp Levels by Job Code & SOC' report run control page. At the top, there is a navigation bar with a 'Cardinal Homepage' link and the report title. Below this, a green button labeled 'Comp Levels by Job & SOC Code' is visible. The main form area contains several fields and controls: a 'Run Control ID' field with the value 'Comp_by_Job_and_SOC_Code', a 'Report Manager' link, a 'Process Monitor' link, and a 'Run' button. Below these, the title 'Compensation Levels by Job Code and SOC' is displayed. The form includes input fields for 'Business Unit (Leave blank for all)' and 'Department (Leave blank for all)', both with search icons. There is also an '*As Of Date' field with a calendar icon. A checkbox for 'VPA Only' is present. A 'Code Level' section contains three radio buttons: 'Job Code', 'SOC Code', and 'Both' (which is selected). At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

ADDITIONAL INFORMATION:

As of Date field is a required field.



Screenshot of the Compensation Levels by Job Code and SOC Report

				Commonwealth of Virginia Compensation Levels by Job Code and SOC By Role Code and SOC Code						
Report ID: RHR427				Run Date: 04/26/2021						
As Of Date: 2021-03-31										
VPA Only: N										
Business Unit: 11000										
Department: 11000										
Code Level: Both										
Role Code	Role Title	SOC Code	SOC Title	Number of Employees	Average Salaries	Lowest Salaries	First Quartile	Median Salary	Third Quartile	Highest Salaries
94112	Assistant Fiscal Officer	43-0000	Office and Administrative Support Occupations	1	43500.000	43500.000	43500.000	43500.000	43500.000	43500.000
COVA99	COV Default	13-2011	Accountants and Auditors	1	99360.000	99360.000	167275.000	99360.000	87000.000	99360.000
COVA99	COV Default	27-3041	Editors	1	87000.000	87000.000	167275.000	87000.000	87000.000	87000.000
As Of Date: 2021-03-31										
VPA Only: N										
Business Unit: 12700										
Department: 98312600										
Code Level: Both										
Role Code	Role Title	SOC Code	SOC Title	Number of Employees	Average Salaries	Lowest Salaries	First Quartile	Median Salary	Third Quartile	Highest Salaries



Compensation Transaction Summary Report (RHR292)

REVISED: 09/15/2021

DESCRIPTION:

This report displays compensation action frequency within a given time period. The report captures pay compensation actions and displays the number of actions, Average Amount Awarded, and Average Percentage by Pay Reason. Results are for PAY-only compensation actions (e.g., Temp Pay, Special Pay).

DHRM and Agency HR SMEs and Managers use this report to analyze compensation actions and averages by Job Code, Reason, etc. within a specified timeframe.

NAVIGATION PATH:

Navigator > Workforce Administration > Job Information > Reports > Compensation Transaction Rpt

INPUT / SEARCH CRITERIA:

From Date
To Date
Business Unit (Leave Blank for All)
Job Code (Leave Blank for All)
Department (Leave Blank for All)
SOC Code (Leave Blank for All)
Grade (Leave Blank for All)
VPA Only: (checkbox)

OUTPUT FORMAT:

PDF

Screenshot of the Compensation Transaction Summary Report Run Control Page

The screenshot shows the 'Compensation Transaction Rpt' run control page. At the top, there is a 'Process List' button and the report title. Below this, a green tab labeled 'Compensation Transaction Rpt' is active. The page displays the 'Run Control ID' as 'Compensation_Transaction_Summ' and includes links for 'Report Manager' and 'Process Monitor'. A 'Run' button is located on the right. The main section is titled 'Compensation Transaction Summary Report' and contains a form with the following fields: '*From Date' (calendar icon), '*To Date' (calendar icon), 'Business Unit (Leave Blank for All)' (search icon), 'Job Code (Leave Blank for All)' (search icon), 'Department (Leave Blank for All)' (search icon), 'SOC Code (Leave Blank for All)' (search icon), 'Grade (Leave Blank for All)' (search icon), and 'VPA Only: ☐'. At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

ADDITIONAL INFORMATION:

From Date defaults to current day, but may be updated.



Screenshot of the Compensation Transaction Summary Report

		Commonwealth of Virginia						
		Compensation Transaction Summary Report						
Report ID: RHR292		Run Date: 04/19/2021						
From Date: 01/01/2021		Run Time: 12:49:03						
To Date: 03/31/2021		Page: 1						
Business Unit:								
Department:								
VPA Only: N								
Job Code:								
SOC Code:								
Grade:								
Department		Dept Description						
047016001		Brunswick County - DSS						
Action Reason	Action Reason Description	# of Pay Actions	Avg Amount Awarded	Avg Percentage	Reward Type	# of Rewards	Avg Reward Amount	Avg Reward Percentage
HRA	Reassignment	1	-.000008	0%				
Department Totals		1	-.000008	0%		0	.000000	0%
Department		Dept Description						
1000		VCU Expense						
Action Reason	Action Reason Description	# of Pay Actions	Avg Amount Awarded	Avg Percentage	Reward Type	# of Rewards	Avg Reward Amount	Avg Reward Percentage
DTA	Data Change	1	.000004	0%				
RUP	Job Reassign Upward	1	5000.000000	16%				
Department Totals		2	5000.000004	16%		0	.000000	0%
Department		Dept Description						
101		Director's Office						
Action Reason	Action Reason Description	# of Pay Actions	Avg Amount Awarded	Avg Percentage	Reward Type	# of Rewards	Avg Reward Amount	Avg Reward Percentage
KSA	New KSAs	1	416.666667	6%				
Department Totals		1	416.666667	6%		0	.000000	0%



COVA Personnel Actions History Report (RHR086)

REVISED: 09/15/2021

DESCRIPTION:

This is a custom report listing all employees within a Business Unit affected by job actions that were entered by a user between the From and To date requested in the report parameters.

NAVIGATION PATH:

Navigator > Workforce Administration > Job Information > Reports > COVA Personnel Actions History

INPUT / SEARCH CRITERIA:

From Date
Thru Date
Show Components
Company
Actions

OUTPUT FORMAT:

CSV
HTM
PDF

Screenshot of the COVA Personnel Actions History Report Run Control Page

The screenshot shows the 'COVA Personnel Actions History' report run control page. At the top, there is a navigation bar with a '< Process List' button and the report title 'COVA Personnel Actions History'. Below the title, the 'Run Control ID' is 'COVA_Personnel_Actions_History', and the 'Language' is set to 'English'. There are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. The 'Report Request Parameters' section includes 'From Date' and 'Thru Date' date pickers, a 'Show Components' checkbox, and a table with columns 'Company' and 'Description'. The table has one row with the number '1' in the 'Company' column. Below the table, there is an 'Actions' section with a search bar and a '1 of 1' indicator. At the bottom, there are 'Save' and 'Notify' buttons on the left, and 'Add' and 'Update/Display' buttons on the right.

< Process List

COVA Personnel Actions History

Run Control ID COVA_Personnel_Actions_History Report Manager Process Monitor Run

Language English

Report Request Parameters

From Date Thru Date Show Components

Company	Description
1	

1-1 of 1 View All

Actions

1 of 1


Save Notify Add Update/Display

ADDITIONAL INFORMATION:

Select **Actions** to display on the report.



Screenshot of the COVA Personnel Actions History Report

<div>Report ID: RHR086</div> <div>Commonwealth of Virginia</div> <div>Run Date: 04/27/2021 Run Time: 05:19 00</div>											
Personnel Action: Data Change											
For the period 01/01/1900 through 04/27/2021											
Page No. 1 of 18											
Effective Date	Action Reason	Employee Name	Hire Employee ID	Date	Emp Type	Reg/ Tmp	Full/ Part	Job Code	Job Title	Salary Grade	Comp Rate Supervisor
SETID - 70200											
Department 20110 EXECUTIVE OFFICES											
11/09/2019	CNV			12/25/2014	4.8	S	X	F	19221 19221	SW /4	2111.875000 S
11/09/2019	CNV			06/10/2019	0.3	S	X	F	19032 19032	SW /5	3962.791667 S
11/09/2019	CNV			07/01/2008	11.3	S	X	F	00702 00702	AH /702	5068.708333 S
11/09/2019	CNV			11/01/1985	34.0	S	X	F	19224 19224	SW /6	4699.250000 S
11/09/2019	CNV			11/04/2013	6.0	S	X	F	19013 19013	SW /3	1678.375000 S
11/09/2019	CNV			07/15/2011	8.3	S	X	F	19224 19224	SW /6	4479.833333 S
10/26/2019	CNV			12/26/1972	46.8	H	T	F	W19032 W19032	WG /	39.000000 H
10/26/2019	CNV			04/16/1984	35.5	H	T	F	W19012 W19012	WG /	15.000000 H
10/26/2019	CNV			05/10/2008	11.4	H	T	F	W19012 W19012	WG /	11.120000 H
10/26/2019	CNV			04/01/1992	27.5	H	T	F	W79036 W79036	WG /	49.550000 H
10/26/2019	CNV			04/22/1985	34.5	H	T	F	W39074 W39074	WG /	31.850000 H
SETID - 70200											
Department 20141 HEADQUARTERS, MAINTENANCE											
11/09/2019	CNV			08/18/2008	11.2	S	X	F	79033 79033	SW /3	1568.250000 S
11/09/2019	CNV			04/01/2010	9.6	S	X	F	79035 79035	SW /5	3333.125000 S
11/09/2019	CNV			10/01/2004	15.1	S	X	F	79071 79071	SW /1	1242.208333 S
11/09/2019	CNV			09/25/2014	5.1	S	X	F	79031 79031	SW /1	1200.250000 S
10/26/2019	CNV			09/29/2014	5.0	H	T	F	W79031 W79031	WG /	10.800000 H
10/26/2019	CNV			12/20/2013	5.8	H	T	F	W79071 W79071	WG /	10.980000 H
10/26/2019	CNV			01/01/2009	10.8	H	T	F	W79071 W79071	WG /	11.720000 H
10/26/2019	CNV			08/13/2012	7.2	H	T	F	W79071 W79071	WG /	10.900000 H
10/26/2019	CNV			04/06/2015	4.5	H	T	F	W79031 W79031	WG /	10.800000 H



Demotions with Salary Increase Report (RHR491)

REVISED: 09/15/2021

DESCRIPTION:

This audit report shows intra-agency and inter-agency demotions (reductions in grade) with salary increases for classified employees only. The report displays relevant field level change information.

This BI Publisher report is used by Agency and DHRM HR staff to ensure Compensation Pay actions comply with the Compensation Policy for Classified Employees.

NAVIGATION PATH:

Navigator > Workforce Administration > Job Information > Reports > Demotions with Salary Increase

INPUT / SEARCH CRITERIA

Business Unit (Leave Blank for All)
From Date
To Date

OUTPUT FORMAT:

PDF

Screenshot of the Demotions with Salary Increase Report Run Control Page


The screenshot shows the 'Demotions with Salary Increase' report run control page. At the top, there is a navigation bar with a '< Process List' button and the report title 'Demotions with Salary Increase'. Below this, a green button labeled 'Demotion with Salary Increase' is visible. The main area contains a 'Run Control ID' field with the value 'Demotions_with_Salary_Increase', and links for 'Report Manager' and 'Process Monitor'. A 'Run' button is located to the right. Below these elements is a section titled 'Report Request Parameters' which contains three input fields: 'Business Unit (Leave Blank for All)' with a search icon, '*From Date' with a calendar icon, and '*To Date' with a calendar icon. At the bottom of the form, there are three buttons: 'Save', 'Add', and 'Update/Display'.

ADDITIONAL INFORMATION:

From Date and **To Date** fields are required fields.



Screenshot of the Demotions with Salary Increase Report



Report ID: RHR491

Commonwealth of Virginia

Demotions with Salary Increase Report

Run Date 04/26/2021

Run Time 12:41:09 PM

Page No. 1 of 1

Run Control Parameters

BUSINESS_UNIT (blank)

FROM_DT 01/01/2020

TO_DT 03/31/2021

Employee ID	Employee Name	Empl Rcd	Effective Date	Action	Action Reason	Business Unit	Sal Admin Plan	Grade	Job Code	Position Number	Department	Location	Comp Rate
21300- Norfolk State University													
		1	08/25/2020	HIR	XCL	21300	SW	3	19013	NSU00215	50002	CENTR	\$55000.00
			08/24/2020	TER	XFO	21500	SW	4	79034	UMW00065	303106	CENTR	\$53994.00
70100- Dept of Corr - Central Admin													
		0	05/25/2020	XFR	PRO	70100	SW	3	19111	DOCHR066	308	PP319	\$52000.00
			05/16/2020	HIR	NEW	70100	SW	5	69034	DOCHR065	059	CENTR	\$50000.00
		0	10/15/2020	XFR	REA	70100	SW	1	69111	DOCHR048	99999	CENTR	\$53000.00
			05/25/2020	XFR	PRO	70100	SW	3	19111	DOCHR066	308	PP319	\$52000.00



Disciplinary Actions Summary Report (RHR248)

REVISED: 09/15/2021

DESCRIPTION:

This report summarizes counts of disciplinary actions by Business Unit and by Department. Report includes percent of employees with disciplinary actions by type and by Department, and also rolls up by agency and statewide for DHRM use.

This report includes sensitive information, and therefore, access to generate this report is limited to specific user roles.

NAVIGATION PATH:

Navigator > Workforce Administration > Labor Administration > Reports > Disciplinary Actions Summary

INPUT / SEARCH CRITERIA:

Business Unit (Leave blank for all)
From Date
To Date

OUTPUT FORMAT:

PDF*

Screenshot of the Disciplinary Actions Summary Report Run Control Page

The screenshot shows the 'Disciplinary Actions Summary' run control page. At the top, there is a navigation bar with a '< Process List' button and the title 'Disciplinary Actions Summary'. Below this, a green tab labeled 'Disciplinary Actions Sum Rpt' is active. The main area contains a 'Run Control ID' field with the value 'Disciplinary_Actions_Summary', a 'Report Manager' link, a 'Process Monitor' link, and a 'Run' button. Below these is a section titled 'Report Request Parameters' which contains three input fields: 'Business Unit (Leave blank for all)' with a search icon, '*From Date' with a calendar icon, and '*To Date' with a calendar icon. At the bottom, there are four buttons: 'Save', 'Return to Search', 'Add', and 'Update/Display'.


ADDITIONAL INFORMATION:

From Date and **To Date** fields are required fields.

*Select XLS format on the Process Scheduler Request and the Report Output display in PDF.



Screenshot of the Disciplinary Actions Summary Report

		Commonwealth of Virginia Disciplinary Actions Summary Report		Run Date	04/21/2021
Report ID: RHR248				Run Time	12:31:55 PM
				Page No	1 of 29
Run Control Parameters					
Business Unit					
From Date		01/01/2021			
To Date		03/31/2021			
<hr/>					
Business Unit		10000	Senate		
<hr/>					
Number of VPA employees		10			
Number of employees with disciplinary actions		0		0.00%	
<hr/>					
Business Unit		10100	House of Delegates		
<hr/>					
Number of VPA employees		8			
Number of employees with disciplinary actions		0		0.00%	
<hr/>					
Business Unit		11300	Circuit Courts		
<hr/>					
Number of VPA employees		13			
Number of employees with disciplinary actions		0		0.00%	
<hr/>					
Business Unit		12200	Dept of Planning and Budget		
<hr/>					
Number of VPA employees		44			
Number of employees with disciplinary actions		0		0.00%	
<hr/>					
Business Unit		12300	Department of Military Affairs		
<hr/>					
Number of VPA employees		445			
Number of employees with disciplinary actions		0		0.00%	



EEO Data Reports (RHR198)

REVISED: 09/15/2021

DESCRIPTION:

This Equal Employment Opportunity (EEO) report displays counts and percentages of the employee population based on selected data prompts.

NAVIGATION PATH:

Navigator > Workforce Administration > Workforce Reports > EEO Data Reports

INPUT / SEARCH CRITERIA:

VPA Only (checkbox)
Report Selection (checkbox)
As of Date
Business Unit
Job Code
SOC Code

OUTPUT FORMAT:

HTML
Excel
CSV

Screenshot of the EEO Data Reports Run Control Page

The screenshot shows the 'EEO Data Reports' run control page. At the top, there is a header bar with the title 'EEO Data Reports'. Below this, a tab labeled 'EEO Data Reports' is selected. The main area contains several fields and buttons. The 'Run Control ID' is 'EEO_Data_Reports'. There are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. A 'VPA Only' checkbox is present. Under 'Report Selection', three radio buttons are shown: 'EEO Data Report' (selected), 'EEO Salary Report', and 'EEO Role Report'. The '*As of Date' field is set to '03/31/2021' with a calendar icon. Below this are four search fields: 'Business Unit', 'Department', 'Job Code', and 'SOC Code', each with a placeholder '(Leave Blank for All)' and a search icon. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

EEO Data Reports	
Run Control ID	EEO_Data_Reports
Report Manager Process Monitor <button>Run</button>	
VPA Only: <input type="checkbox"/>	
Report Selection	
<input checked="" type="radio"/> EEO Data Report <input type="radio"/> EEO Salary Report <input type="radio"/> EEO Role Report	
*As of Date	03/31/2021
Business Unit	(Leave Blank for All) <input type="text"/>
Department	(Leave Blank for All) <input type="text"/>
Job Code	(Leave Blank for All) <input type="text"/>
SOC Code	(Leave Blank for All) <input type="text"/>
<button>Save</button> <button>Return to Search</button> <button>Notify</button> <button>Add</button> <button>Update/Display</button>	

ADDITIONAL INFORMATION:

As of Date field is a required field.

Rev 09/15/2021



Screenshot of the EEO Data Report

Commonwealth of Virginia

EEO Data Report

Report ID: VRHR198E

Run Date

05/05/2021

Run Time

05:08:38 PM

Run Control Parameters

Operator ID	V_HR_ADMINISTRATOR
Run Control ID	EEO_Data_Reports
As of Date	03/31/2021
Business Unit	
Department	
Job Code	
SOC Code	
VPA Only	N

Secretary	11
Parent BU	
Business Unit	Virginia Retirement System

Male

Occupation Group	White		Black		HISP		AS-AM		AS-IN		Pacific		N/A		2+ Race		Male Total	
9898	33	7.66%	19	4.41%	4	0.93%	2	0.46%	0	0.00%	0	0.00%	136	31.55%	0	0.00%	194	45.01%
	2	33.33%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	2	33.33%
Totals	35	8.01%	19	4.35%	4	0.92%	2	0.46%	0	0.00%	0	0.00%	136	31.12%	0	0.00%	196	44.85%

Minority Males		Minority Females	
161	37.35%	206	47.80%
0	0.00%	0	0.00%
161	36.84%	206	47.14%

Female

Occupation Group	White		Black		HISP		AS-AM		AS-IN		Pacific		N/A		2+ Race		Female Total		Combined Total
9898	31	7.19%	27	6.26%	4	0.93%	2	0.46%	0	0.00%	0	0.00%	173	40.14%	0	0.00%	237	54.99%	431
	4	66.67%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	4	66.67%	6
Totals	35	8.01%	27	6.18%	4	0.92%	2	0.46%	0	0.00%	0	0.00%	173	39.59%	0	0.00%	241	55.15%	437

Total White		Total Minorities	
64	14.85%	367	85.15%
6	100.00%	0	0.00%
70	16.02%	367	83.98%



Employee Data Change Audit Report (RHR002)

REVISED: 09/15/2021

DESCRIPTION:

This report displays relevant Person and Job Data fields that were changed within a date range to review and ensure there are no HR transactional or pay discrepancies. The report includes the employee's name, ID, and the details of the change to the fields.

NAVIGATION PATH:

Navigator > Workforce Administration > Job Information > Reports > Employee Data Change Audit

INPUT / SEARCH CRITERIA:

From Date
End Date
Business Unit

OUTPUT FORMAT:

CSV
HTM
PDF

Screenshot of the Employee Data Change Audit Report Run Control Page

The screenshot shows the 'Employee Data Change Audit' report run control page. At the top, there is a header bar with the title 'Employee Data Change Audit'. Below this, there is a section for 'Run Control ID' with the value 'Employee_Data_Change_Audit'. To the right of this, there are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. Below this, there is a section for 'Report Request Parameters'. This section contains two date pickers: '*From Date' with the value '01/01/2021' and '*To Date' with the value '03/31/2021'. To the right of these date pickers is a 'Business Unit Selection' section. This section includes a search bar with a magnifying glass icon and a '1-1 of 1' dropdown. Below the search bar is a table with two columns: 'Business Unit' and 'Agency Description'. The table has one row with the value '1' in the 'Business Unit' column. To the right of the table are two buttons: a '+' button and a '-' button. At the bottom of the page, there are four buttons: 'Save', 'Return to Search', 'Add', and 'Update/Display'.

Business Unit	Agency Description
1	

ADDITIONAL INFORMATION:

From Date and **To Date** fields are required fields. If the Business Unit field is left blank, the report displays all business units the user has access to.



Screenshot of the Employee Data Change Audit Report

Report ID: VHSR0002

Commonwealth of Virginia

EMPLOYEE DATA CHANGE AUDIT REPORT

Run Date: 04/21/2021

Run Time: 02:37 00

Agency : 09000 - Potomac River Fisheries
From Date : 01/01/2021
To Date : 03/31/2021

Page No. 1 of 88

Department ID	Department Name	Emplid	Empl Name Rcd	Field Changed	Change Date	User Change	Old Value	New Value
99999	Agency Wide	0		FWT_ALLOWANCES	01/23/2021	PPS3_LYNN.SZELIGA	0	0
99999	Agency Wide	0		STATE	01/23/2021	PPS3_LYNN.SZELIGA	VA	VA
99999	Agency Wide	0		SWT_ALLOWANCES	01/23/2021	PPS3_LYNN.SZELIGA	0	0
99999	Agency Wide	0		SWT_MAR_STATUS	01/23/2021	PPS3_LYNN.SZELIGA	N	N
99999	Agency Wide	0		FWT_MAR_STATUS	01/23/2021	PPS3_LYNN.SZELIGA	S	S
99999	Agency Wide	0		EMPL_STATUS	01/23/2021	PPS3_LYNN.SZELIGA	A	A
99999	Agency Wide	0		COMPRATE	01/23/2021	PPS3_LYNN.SZELIGA	50000.000000	50000.000000
99999	Agency Wide	0		REPORTS_TO	01/23/2021	PPS3_LYNN.SZELIGA		
99999	Agency Wide	0		PAYGROUP	01/23/2021	PPS3_LYNN.SZELIGA	MNP	MNP
99999	Agency Wide	0		DEPTID	01/23/2021	PPS3_LYNN.SZELIGA	999999	999999
99999	Agency Wide	0		BUSINESS_UNIT	01/23/2021	PPS3_LYNN.SZELIGA	09000	09000
99999	Agency Wide	0		COMPANY	01/23/2021	PPS3_LYNN.SZELIGA	PRF	PRF
99999	Agency Wide	0		EMPL_TYPE	01/23/2021	PPS3_LYNN.SZELIGA	S	S
99999	Agency Wide	0		HR_STATUS	01/23/2021	PPS3_LYNN.SZELIGA	A	A
99999	Agency Wide	0		FWT_MAR_STATUS	01/23/2021	PPS3_LYNN.SZELIGA	S	S
99999	Agency Wide	0		STATE	01/23/2021	PPS3_LYNN.SZELIGA	VA	VA
99999	Agency Wide	0		SWT_ALLOWANCES	01/23/2021	PPS3_LYNN.SZELIGA	0	0
99999	Agency Wide	0		SWT_MAR_STATUS	01/23/2021	PPS3_LYNN.SZELIGA	N	N
99999	Agency Wide	0		EMPL_STATUS	01/23/2021	PPS3_LYNN.SZELIGA	A	A
99999	Agency Wide	0		HR_STATUS	01/23/2021	PPS3_LYNN.SZELIGA	A	A
99999	Agency Wide	0		REPORTS_TO	01/23/2021	PPS3_LYNN.SZELIGA		
99999	Agency Wide	0		PAYGROUP	01/23/2021	PPS3_LYNN.SZELIGA	MNP	MNP
99999	Agency Wide	0		DEPTID	01/23/2021	PPS3_LYNN.SZELIGA	999999	999999
99999	Agency Wide	0		BUSINESS_UNIT	01/23/2021	PPS3_LYNN.SZELIGA	09000	09000
99999	Agency Wide	0		FWT_ALLOWANCES	01/23/2021	PPS3_LYNN.SZELIGA	0	0
99999	Agency Wide	0		EMPL_TYPE	01/23/2021	PPS3_LYNN.SZELIGA	S	S
99999	Agency Wide	0		COMPRATE	01/23/2021	PPS3_LYNN.SZELIGA	50000.000000	50000.000000
99999	Agency Wide	0		COMPANY	01/23/2021	PPS3_LYNN.SZELIGA	PRF	PRF
99999	Agency Wide	0		COMPRATE	01/23/2021	PPS3_LYNN.SZELIGA	50000.000000	50000.000000
99999	Agency Wide	0		EMPL_TYPE	01/23/2021	PPS3_LYNN.SZELIGA	S	S
99999	Agency Wide	0		COMPANY	01/23/2021	PPS3_LYNN.SZELIGA	PRF	PRF



Employee Data Upload Error Report (RHR005)

REVISED: 09/15/2021

DESCRIPTION:

This custom error report provides details regarding errors for agencies who are interfacing employee demographic (HR003) information. This report should be reviewed and errors addressed quickly in order to minimize corrections requests, which require Cardinal Post Production Support (PPS) tickets through the VITA Customer Care Center (VCCC).

NAVIGATION PATH:

Navigator > Workforce Administration > Job Information > Reports > Employee Data Upload Error Rpt

INPUT / SEARCH CRITERIA:

From Date
To Date
Output to File Server (checkbox)
Tree Name BU_HR003_EXT
How Specified Detail – Selected Parents

OUTPUT FORMAT:

PDF

Screenshot of the Employee Data Upload Error Report Run Control Page

The screenshot shows the 'Employee Data Upload Error Rpt' run control page. At the top, there is a navigation bar with 'Cardinal Homepage' and 'Employee Data Upload Error Rpt'. Below this, a green tab labeled 'Employee Data Upload Error Rpt' is active. The main area contains several sections: 'Run Control ID' with the value 'Employee_Data_Upload_Error_Rpt', 'Report Manager' and 'Process Monitor' links, and a 'Run' button. The 'Date Range' section has fields for '*From Date' and '*To Date' with calendar icons. The 'File Parameters' section has a checkbox for 'Output to File Server'. The 'Business Unit Selection' section has a '*Tree Name' field with 'BU_HR003_EXT' and a search icon, and a '*How Specified' dropdown menu set to 'Detail - Selected Parents'. Below this is the 'Tree Node Selector' with a tree view showing 'BU_HR003_EXT - Demographics Upload'. To the right of the tree is a 'Select Values/Nodes' table with columns 'Select Value' and 'Description'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and 'Update/Display'.

Select Value	Description




ADDITIONAL INFORMATION:

Output to File Server checkbox to only be used by Batch user.

From Date and **To Date** fields are required fields.

Tree Name and **How Specified** fields are also required fields. The **Tree Node Selector** section populates after the required fields are entered and the **Tree** icon is selected. Expanding the Tree and selecting the desired business unit (BU) populates the **Select Value/Nodes** section. Tree nodes are built with all of the agencies and their respective departments. They are applied in different forms to include or exclude data.

Screenshot of the Employee Data Upload Error Report

 Report ID: RHR005		Commonwealth of Virginia EMPLOYEE DATA UPLOAD ERROR REPORT		Run Date: 08/19/2020 Run Time: 11:33 00		
Page No. 1 of 1						
Transactional HR BU: 12700 Upload Date Range: 19-AUG-2020 to 19-AUG-2020						
File Name: 12700_RHR005_IN_08172020_1819_001.DAT Upload Date: 19-AUG-2020						
File Processed: File processed successfully with one or more errors.						
HR Demographic BU: 12700						
Employee ID	Empl Rec#	Error Field Name	Field Value	EffSeq	Error Type	Error Description
	999	PAYGROUP	ABC	000	E	Invalid Paygroup on file
	999	EMPL_CLASS		000	W	Employee class is invalid or blank on file; default to CLS
	999	ACTION	TER	000	E	Row could not be inserted because employee is inactive. Action "TER" for effective date "2020-08-02" could not be added. Or Emplid has multiple records; could not determine what record to update. Transaction was rejected.
Summary totals are only displayed when the report is run for a submitting Business Unit.						
End of Report						



Employee Disability and Veteran Status Report (RHR294)

REVISED: 09/15/2021

DESCRIPTION:

This report captures the employee Disability Status, Veteran Status, Employee Type, Handicap Codes, counts by category, and percentage of population in summary format.

DHRM and Agency HR Managers/SMEs use this report to examine agency veteran and disability statistics and details. This report includes sensitive information, and therefore, access to generate this report is limited to specific user roles.

NAVIGATION PATH:

Navigator > Workforce Administration > Job Information > Reports > Disability and Veteran Status

INPUT / SEARCH CRITERIA:

Business Unit (Leave Blank for All)
As of Date
VPA only (checkbox)
Report Level (Detail or Summary)

OUTPUT FORMAT:

PDF

Screenshot of the Employee Disability and Veteran Status Report Run Control Page

The screenshot shows the 'Disability and Veteran Status' report run control page. At the top, there is a 'Process List' tab and a title bar 'Disability and Veteran Status'. Below the title bar, there is a section for 'Run Control ID' with the value 'Disability_and_Veteran_Status', and links for 'Report Manager' and 'Process Monitor'. A 'Run' button is located to the right. The main section is titled 'Employee Disability and Veteran Status Report'. It contains a form with the following fields: 'Business Unit (Leave Blank for All)' with a search icon, '*As Of Date' with a date picker, 'VPA Only' checkbox, and 'Report Level' with radio buttons for 'Detail' and 'Summary' (selected). At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

ADDITIONAL INFORMATION:

As of Date field is a required field.



Screenshot of the Employee Disability and Veteran Status Report

Commonwealth of Virginia Employee Disability and Veteran Status Report Summary											Run Date: 04/21/2021 Run Time: 15:00:33 Page 1 of 1			
Business Unit	Total Employees	Hourly	Salary	DISABILITY STATUS						VETERAN STATUS				
				Yes	Percentage	No	Percentage	Unknown	Percentage	Yes	Percentage	No	Percentage	
09000	5	0	5	0	0%	1	20%	4	80%	5	100%	0	0%	
09100	4	0	4	0	0%	0	0%	4	100%	4	100%	0	0%	
10000	173	0	173	0	0%	5	3%	168	97%	173	100%	0	0%	
10100	547	181	366	0	0%	13	2%	534	98%	547	100%	0	0%	
10300	387	0	387	0	0%	4	1%	383	99%	387	100%	0	0%	
10700	54	4	50	0	0%	8	15%	46	85%	54	100%	0	0%	
10900	18	0	18	0	0%	0	0%	18	100%	18	100%	0	0%	
11000	31	0	31	0	0%	2	6%	29	94%	31	100%	0	0%	
11100	283	15	268	0	0%	10	4%	273	96%	283	100%	0	0%	
11200	3	0	3	0	0%	1	33%	2	67%	3	100%	0	0%	
11300	258	101	157	0	0%	1	0%	257	100%	258	100%	0	0%	
11400	1458	487	971	0	0%	15	1%	1443	99%	1458	100%	0	0%	
11500	1146	499	647	0	0%	12	1%	1134	99%	1146	100%	0	0%	
11600	598	436	162	0	0%	5	1%	593	99%	598	100%	0	0%	
11700	89	0	89	0	0%	1	1%	88	99%	89	100%	0	0%	
11900	4	0	4	0	0%	4	100%	0	0%	4	100%	0	0%	
12100	47	0	47	0	0%	37	79%	10	21%	47	100%	0	0%	
12200	3	1	2	0	0%	2	67%	1	33%	3	100%	0	0%	
12300	118	117	1	0	0%	17	14%	101	86%	118	100%	0	0%	
12500	75	6	69	0	0%	3	4%	72	96%	75	100%	0	0%	
12700	155	151	4	0	0%	6	4%	149	96%	155	100%	0	0%	
12800	72	72	0	0	0%	18	25%	54	75%	72	100%	0	0%	
12900	22	19	3	1	5%	0	0%	21	95%	22	100%	0	0%	
13200	8	5	3	0	0%	2	25%	6	75%	8	100%	0	0%	
13300	114	0	114	0	0%	3	3%	111	97%	114	100%	0	0%	
13600	1	0	1	0	0%	0	0%	1	100%	1	100%	0	0%	
14000	16	13	3	0	0%	6	38%	10	63%	16	100%	0	0%	
14100	395	8	387	0	0%	301	76%	94	24%	395	100%	0	0%	
14200	0	0	0	0	0%	0	0%	0	0%	0	0%	0	0%	



Employee Position Summary Report (RHR019)

REVISED: 09/15/2021

DESCRIPTION:

This report is designed to meet the legislative requirement of providing manpower levels to the Governor, General Assembly (GA), and Department of Planning and Budgets (DPB) in accordance with the Legislation and Virginia Personnel Act (VPA). This report options are company summary or employee detailed levels. The report provides Full-Time Equivalent (FTE) count and type of funding source, based on available hours in a calendar month. Both Finance and HR staff use this report.

NAVIGATION PATH:

Navigator > Organizational Development > Position Management> Position Reports > Position Summary Report

INPUT / SEARCH CRITERIA:

As of Date
Report Type (Detailed or Summary)
Business Unit
Job Code
Department
SOC Code
Pos Status
Sal Plan
Pos EFF Status
Grade

OUTPUT FORMAT:

PDF



Screenshot of Employee Position Summary Report Run Control Page.

[< Process List](#)

Position Summary Report

Position Summary Report

Run Control ID Position-Summary

Report Manager Process Monitor

Run

Report Request Parameters

*As Of Date

Report Type
☐ Detailed ☒ Summary

Leave Blank for All Parameters

Business Unit

Job Code

Department

SOC Code

Pos Status

Sal Plan

Pos EFF Status

Grade

Save Notify

Add Update/Display

ADDITIONAL INFORMATION:
As of Date field is a required field.

Screenshot of the Employee Position Summary Report

Commonwealth of Virginia
Position Summary Report
Detailed Report

Run Date: 04/21/2021
Run Time: 15:08:36
Page 1 of 1

Report ID: RHR471

As of Date: 3/31/2021
Business Unit:
Department:
Position Status:
Position Eff Status:
Job Code:
SOC Code:
Grade:

BU Description	Department	Num of Active BU Positions	Num of Active Dept Positions	Num of Vacant Positions	Avg BU Vacancy Rate
Agriculture & Consumer Svcs	30100	732	8	0	0%
Agriculture & Consumer Svcs	30200	732	4	1	0%
Agriculture & Consumer Svcs	30300	732	2	0	0%
Agriculture & Consumer Svcs	30400	732	5	4	1%
Agriculture & Consumer Svcs	30500	732	3	0	0%
Agriculture & Consumer Svcs	30600	732	8	0	0%
Agriculture & Consumer Svcs	30700	732	1	0	0%
Agriculture & Consumer Svcs	31100	732	2	1	0%
Agriculture & Consumer Svcs	31200	732	9	5	1%
Agriculture & Consumer Svcs	31300	732	2	1	0%
Agriculture & Consumer Svcs	31400	732	15	4	1%
Agriculture & Consumer Svcs	31500	732	1	0	0%
Agriculture & Consumer Svcs	31600	732	4	1	0%
Agriculture & Consumer Svcs	31700	732	8	0	0%
Agriculture & Consumer Svcs	33100	732	5	0	0%
Agriculture & Consumer Svcs	33200	732	58	10	1%
Agriculture & Consumer Svcs	33300	732	40	12	2%
Agriculture & Consumer Svcs	33400	732	41	5	1%
Agriculture & Consumer Svcs	33500	732	21	8	1%
Agriculture & Consumer Svcs	34100	732	6	0	0%
Agriculture & Consumer Svcs	34200	732	5	0	0%
Agriculture & Consumer Svcs	34300	732	6	0	0%



Employee Turnover Analysis (RHR422)

REVISED: 09/15/2021

DESCRIPTION:

This report displays employee turnover data, at detailed or summary level, by counts and percentages, during a specified date range. End users are Agency HR and DHRM.

NAVIGATION PATH:

Navigator > Workforce Administration > Workforce Reports > Employee Turnover Analysis

INPUT / SEARCH CRITERIA:

Business Unit (Leave Blank for All)

Department (Leave Blank for All)

From Date

To Date

Totals By (checkbox)

OUTPUT FORMAT:

Excel


Screenshot of the Employee Turnover Analysis Report Run Control Page.

ADDITIONAL INFORMATION:

From Date and **To Date** fields are required fields. Selection of an option to Total By **Job Code**, **Employee Class** or **Years of Service** is also required.



Screenshot of the Employee Turnover Analysis Report

<div><div>Report ID: RHR422</div></div> <div>Commonwealth of Virginia</div> <div>EMPLOYEE TURNOVER ANALYSIS</div> <div>Run Date: 04/27/2021 Run Time: 09:14 00</div>													
From Date: 01/01/2020 From Date: 03/31/2021													
Page No. 1 of 709													
Business Unit	Dept ID	Job Title	Job Code	Begin Hires/Count	Rehires	Transfer Ins	Retire ments	Term inations	Transfer Outs	Deaths	End Count	Total Turnovers	Turnover Rate
10000	1000	Computer Operations Techn I	39011	0	1	1	0	0	0	0	1	1	0.00%
10000	1100	Office Assistant	94121	21	0	0	0	1	0	0	20	1	4.76%
10000	1100	COV Default	COVA99	176	2	0	0	0	0	0	178	0	0.00%
10000	1100100	COV Default	COVA99	176	2	0	0	0	0	0	178	0	0.00%
10000	1100101	COV Default	COVA99	176	2	0	0	0	0	0	178	0	0.00%
10000	1100102	COV Default	COVA99	176	2	0	0	0	0	0	178	0	0.00%
10000	1100103	COV Default	COVA99	176	2	0	0	0	0	0	178	0	0.00%
10000	1100106	COV Default	COVA99	176	2	0	0	0	0	0	178	0	0.00%
10000	1100107	COV Default	COVA99	176	2	0	0	0	0	0	178	0	0.00%
10000	1100108	COV Default	COVA99	176	2	0	0	0	0	0	178	0	0.00%
10000	1100109	COV Default	COVA99	176	2	0	0	0	0	0	178	0	0.00%
10000	1100110	COV Default	COVA99	176	2	0	0	0	0	0	178	0	0.00%
10000	1100112	COV Default	COVA99	176	2	0	0	0	0	0	178	0	0.00%
10000	1100114	COV Default	COVA99	176	2	0	0	0	0	0	178	0	0.00%
10000	1100115	COV Default	COVA99	176	2	0	0	0	0	0	178	0	0.00%
10000	1100117	COV Default	COVA99	176	2	0	0	0	0	0	178	0	0.00%
10000	1101	COV Default	COVA99	176	2	0	0	0	0	0	178	0	0.00%
10000	1113001	COV Default	COVA99	176	2	0	0	0	0	0	178	0	0.00%
10000	1113001B	COV Default	COVA99	176	2	0	0	0	0	0	178	0	0.00%
10000	1113002	COV Default	COVA99	176	2	0	0	0	0	0	178	0	0.00%
10000	1113002B	COV Default	COVA99	176	2	0	0	0	0	0	178	0	0.00%
10000	1113003	COV Default	COVA99	176	2	0	0	0	0	0	178	0	0.00%
10000	1113004	COV Default	COVA99	176	2	0	0	0	0	0	178	0	0.00%
10000	1113004B	COV Default	COVA99	176	2	0	0	0	0	0	178	0	0.00%
10000	1113005	COV Default	COVA99	176	2	0	0	0	0	0	178	0	0.00%
10000	1113005B	COV Default	COVA99	176	2	0	0	0	0	0	178	0	0.00%
10000	1113006	COV Default	COVA99	176	2	0	0	0	0	0	178	0	0.00%
10000	1113006B	COV Default	COVA99	176	2	0	0	0	0	0	178	0	0.00%
10000	1113007	COV Default	COVA99	176	2	0	0	0	0	0	178	0	0.00%
10000	1113007B	COV Default	COVA99	176	2	0	0	0	0	0	178	0	0.00%
10000	1113008	COV Default	COVA99	176	2	0	0	0	0	0	178	0	0.00%
10000	1113008B	COV Default	COVA99	176	2	0	0	0	0	0	178	0	0.00%
10000	1113009	COV Default	COVA99	176	2	0	0	0	0	0	178	0	0.00%
10000	1113009B	COV Default	COVA99	176	2	0	0	0	0	0	178	0	0.00%



EPR Full Time Equivalent Totals by Agency Report (RHR398)

REVISED: 09/15/2021

DESCRIPTION:

This report is an Employee Position Report (EPR) headcount report that displays a table of headcounts by agency and sums these values in totals by categories. This report displays totals for all business units based on Salary/Wage, Non-Faculty/Faculty, General Funded/Non-General Funded, and Restricted/Non-Restricted. End Users are DHRM and Agency HR.

NAVIGATION PATH:

Navigator > Workforce Administration > Workforce Reports > EPR FTE Totals by Agency

INPUT / SEARCH CRITERIA:

As of Date

OUTPUT FORMAT:

Excel

Screenshot of the EPR Full Time Equivalent Totals by Agency Report Run Control Page

The screenshot shows the 'ERP FTE Totals by Agency' report run control page. At the top, there is a navigation bar with a back arrow and 'Cardinal Homepage' on the left, and the report title 'ERP FTE Totals by Agency' on the right. Below this is a green button labeled 'EPR Report FTE'. The main area contains a 'Run Control ID' field with the value 'EPR_FTE_Totals_by_Agency'. To the right of this field are two links: 'Report Manager' and 'Process Monitor', followed by a 'Run' button. Below these is a section titled 'Report Request Parameters' which contains a form with an 'As of Date' label and a date picker icon. At the bottom of the page, there are four buttons: 'Save' (green), 'Notify' (grey), 'Add' (grey), and 'Update/Display' (grey).

ADDITIONAL INFORMATION:

As of Date field defaults to current day but can be updated.

In order to review results, user must click on **Report Manager** after running the report and refreshing to success.



Screenshot of the EPR Full Time Equivalent Totals by Agency Report

Date	Business	Business Unit	Salaried Non-Faculty	Salaried Non-Faculty	Salaried Non-Faculty	Salaried Non-Faculty	Wage Non-Faculty
	Unit	Name	General Funded	General Funded	Non-General Funded	Non-General Funded	General
			Restricted	Non-Restricted	& Restricted	& Non-Restricted	Funded
12/14/2020	70100	Dept of Corr - Central Admin	150.00	80.25	1.00	11.00	8
	Total		150	80.25	1	11	

Screenshot of the EPR Full Time Equivalent Totals by Agency Report (scrolled right)

on-Faculty	Wage Non-Faculty	Wage Non-Faculty	Salaried Faculty	Salaried Faculty	Salaried Faculty	Salaried Faculty	Wage Adjunct Faculty	Wage Adjunct Faculty	Total	Total	Totals	MEL
al Funded	General	Non-General	General Funded	General Funded	Non-General Funded	Non-General Funded	General	Non-General	Salaried	Wage	Salaried	
icted	Funded	Funded	& Restricted	& Non-Restricted	& Restricted	& Non-Restricted	Funded	Funded			& Wage	
11.00	85.00	6.00	0.00	15.50	0.00	0.00	0.00	0.00	489.20	91.00	580.20	1234.00
11	85	6	0	15.5	0	0	0	0	489.2	91	580.2	1234



EPR Full Time Equivalent Trend by Agency Report (RHR397)

REVISED: 09/15/2021

DESCRIPTION:

This Employee Position Report (EPR) provides a Full Time Equivalent (FTE) Historical Trend by Agency table over a historical time period. This headcount report displays the total FTE by agency and month excluding wage employees (salary employees only) in tabular format.

Report used by DHRM, and Agency HR SMEs and Managers.

NAVIGATION PATH:

Navigator > Workforce Administration > Workforce Reports > EPR FTE Trend by Agency

INPUT / SEARCH CRITERIA:

From Date
To Date

OUTPUT FORMAT:

Excel

Screenshot of the EPR FTE Trend by Agency Report Run Control Page

The screenshot shows the 'EPR FTE Trend by Agency' Run Control page. At the top, there is a navigation bar with a '< Process List' button and the title 'EPR FTE Trend by Agency'. Below this, a green tab labeled 'EPR FTE Trend by Agency' is selected. The main area contains the text 'Run Control ID EPR_FTE_Trend_by_Agency' followed by links for 'Report Manager' and 'Process Monitor', and a 'Run' button. Below these are two date selection fields: '*From Date' and '*To Date', each with a calendar icon. At the bottom, there are four buttons: 'Save', 'Return to Search', 'Notify', and 'Add', followed by an 'Update/Display' button.

ADDITIONAL INFORMATION:

From Date and To Date fields are required fields.



Screenshot of the EPR Report - Full Time Equivalent Trend by Agency

Commonwealth of Virginia											
Full-Time Equivalent (F.T.E.)											
Employment by Agency and Month											
Total Excluding Wage Employees											
Date	10000 (Senate)	10100 (House of Delegates)	10300 (Magistrate)	10700 (Div of Legislative)	10900 (Div Legislative)	11000 (Joint Legis Audit &)	11100 (Supreme)	11200 (Jud Inquiry and)	11300 (Circuit Courts)	11400 (General District Courts)	11500 (Justices of the Peace)
07/01/2020	0.00	386.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
08/01/2020	181.05	386.00	386.00	52.80	18.00	30.76	265.00	3.00	188.00	956.90	638.00
11/01/2020	190.05	385.00	387.00	53.80	18.00	30.76	265.00	3.00	1213.00	1070.90	638.00
12/14/2020	190.05	385.00	387.00	53.80	18.00	30.76	265.00	3.00	1213.00	1070.90	638.00
12/15/2020	181.05	385.00	385.00	53.80	18.00	30.76	265.00	3.00	190.00	956.90	638.00
12/16/2020	181.05	385.00	385.00	53.80	18.00	30.76	265.00	3.00	190.00	956.90	638.00
01/08/2021	184.05	385.00	385.00	53.80	18.00	30.76	265.00	3.00	191.00	956.90	638.00
02/01/2021	185.05	0.00	385.00	52.80	18.00	30.76	265.00	3.00	191.00	956.90	638.00



EPR Monthly Employment Data Report (RHR305)

REVISED: 09/15/2021

DESCRIPTION:

This EPR report displays headcount of FTE data for a specific month. Two Excel tables are generated. Table 1 displays Executive Department Salaried Employees FTE employment data listed by Cabinet Secretariat. Table 2 displays FTE employment data based on branch of government (Executive, Legislative, Judicial, and Independent) for Salaried and Temporary (wage) employees.

Report is used by DHRM, Agency HR Managers and Agency HR SMEs.

NAVIGATION PATH:

Navigator > Workforce Administration > Workforce Reports > EPR Monthly Employment Data

INPUT / SEARCH CRITERIA:

Prior Administration End Date (End of Month Only)
As Of Date (End of Month Only)

OUTPUT FORMAT:

Excel

Screenshot of the EPR Monthly Employment Data Report Run Control Page

The screenshot shows the 'EPR Monthly Employment Data' report run control page. At the top, there is a dark blue header with the text 'EPR Monthly Employment Data'. Below this, a green tab labeled 'EPR Monthly Employment Data' is selected. The main area contains a 'Run Control ID' field with the value 'EPR_Monthly_Employment_Data'. To the right of this field are two links: 'Report Manager' and 'Process Monitor', followed by a 'Run' button. Below these elements is a section titled 'Report Request Parameters' which contains two date input fields: '*Prior Administration End Date (End of Month Only)' and '*As Of Date (End of Month Only)'. At the bottom of the page, there are four buttons: 'Save', 'Notify', 'Add', and 'Update/Display'.

ADDITIONAL INFORMATION:

Prior Administration End Date and As of Date fields are required fields.



Screenshot of the EPR Monthly Employment Data Report Table One

Commonwealth of Virginia Executive Department Salaried Employment (Includes Manpower Control Program Exceptions: Employees in auxiliary enterprises, sponsored programs, and teaching hospitals)								
Secretariat	(1)	(2)	(3)	(4)		(5)		(6)
	Actual F.T.E. Employment			Difference Cols (3) & (2)		Difference Cols (3) & (1)		Appropriated Max.
TOTAL	0.00	0.00	0.00	0.00	0.00%	0.00	0.00%	0.00

Screenshot of the EPR Monthly Employment Data Report Table Two

Table Two Commonwealth of Virginia Full-Time Equivalent Employment								
Branch	(1)	(2)	(3)	(4)		(5)		(6)
	Actual F.T.E. Employment			Difference Cols (3) & (2)		Difference Cols (3) & (1)		Appropriated Max.
Salaried Employees								
Total Salaried	0.00	0.00	0.00	0.00	0.00%	0.00	0.00%	0.00
Temporary Employees								
Total Temporary	0.00	0.00	0.00	0.00	0.00%	0.00	0.00%	N/A
STATEWIDE TOTAL	0.00	0.00	0.00	0.00	0.00%	0.00	0.00%	N/A



Exceptional Transfer Report (RHR349)

REVISED: 09/15/2021

DESCRIPTION:

This report monitors transfers from non-covered positions to covered positions under the Virginia Personnel Act. This is a DHRM only report.

NAVIGATION PATH:

Navigator > Workforce Administration > Job Information > Reports > Exceptional Transfer Report

INPUT / SEARCH CRITERIA:

Business Unit (Leave Blank for all)
From Date
To Date

OUTPUT FORMAT:

PDF

Screenshot of the Exceptional Transfer Report Run Control Page


The screenshot shows the 'Exceptional Transfer Report' run control page. At the top, there is a navigation bar with a 'Process List' button and the title 'Exceptional Transfer Report'. Below this, a green tab labeled 'Exceptional Transfer Report' is active. The main area displays 'Run Control ID' as 'Exceptional_Transfer_Report' and includes links for 'Report Manager' and 'Process Monitor'. A 'Run' button is located to the right. Under the 'Report Request Parameters' section, there are three input fields: 'Business Unit (Leave Blank for All)' with a search icon, '*From Date' with a calendar icon, and '*To Date' with a calendar icon. At the bottom, there are four buttons: 'Save', 'Notify', 'Add', and 'Update/Display'.

ADDITIONAL INFORMATION:

From Date and **To Date** fields are required fields.



Screenshot of the Exceptional Transfer Report

<div><div>Report ID: RHR349</div><div>Commonwealth of Virginia Exceptional Transfer Report</div><div>Run Date: 09/08/2021 Run Time: 11:44:44 Page 1 of 1</div></div>									
12300									
Employee ID	Empl Rcd	Name	Efft Date	Action	Action Reason	Employee Class	Business Unit	Position	VPA Indicator
	1		2/23/2021	Hire	Reassign	Student	12300	DMA00037	Y
	3		5/10/2019	Terminatn	TER CNV	Student	21500	UMWST65	N
	2		2/4/2019	Terminatn	TER CNV	Student	21500	UMWST15	N
	0		1/2/2019	Terminatn	TER CNV	Student	21500	UMWSE18	N
	1		1/7/2021	Hire	Reassign	Classified	12300	DMA00024	Y
	0		10/27/2019	Data Chg	CNV	Wage	70100	DOCW0116	N
19400									
Employee ID	Empl Rcd	Name	Efft Date	Action	Action Reason	Employee Class	Business Unit	Position	VPA Indicator
	0		1/19/2021	Posn Chg	Intr-Reorg	Agency Hd	19400	DGSHR007	Y
	0		1/18/2021	Pay Rt Chg	KSA	Agency Hd	19400	DGSHR004	N
71800									
Employee ID	Empl Rcd	Name	Efft Date	Action	Action Reason	Employee Class	Business Unit	Position	VPA Indicator
	0		1/20/2021	Transfer	XFR Lat	Wage	71800	BCCHR018	Y
	0		1/19/2021	Data Chg	DTA	Wage	71800	BCCHR017	N



HR Activity Report (RHR223)

REVISED: 09/15/2021

DESCRIPTION:

This report generates a one page change document for either Personal or Job transactions. This report is printable to be filed in the employee personnel file upon completion of Job or Personal Data transactions made. Report validates changes to employee personal and job data (e.g., Job change, Salary Change, Marital Status change, Address change, employee Standard Hours change).

Only HR Administrators who key transactions need access. This report should be generated and used when a reviewer signs off on validation of completed transactions prior to filing in personnel file with supporting documentation. This report includes sensitive information, and therefore, access to generate this report is limited to specific user roles.

NAVIGATION PATH:

Navigator > Workforce Administration > Job Information > Reports > Employee Activity Report

INPUT / SEARCH CRITERIA:

Employee ID
Employee Record Number
Effective Date
Effective Sequence
'Personal' or 'Job Change' (radio button)

OUTPUT FORMAT:

PDF

Screenshot of the HR Activity Report Run Control Page


The screenshot shows the 'Employee Activity Report' run control page. At the top, there is a navigation bar with a 'Process List' button and the title 'Employee Activity Report'. Below this, a green button labeled 'HR Activity Report' is visible. The main area contains a 'Run Control ID' field with the value 'Employee_Activity_Report', a 'Report Manager' link, a 'Process Monitor' link, and a 'Run' button. Below these links, the title 'HR Activity Report' is displayed. The form includes several input fields: '*Employee ID:' with a search icon, '*Employee Record:' with a search icon, '*Effective Date:' with a calendar icon, and '*Effective Sequence:' with a text input field. At the bottom of the form, there are two radio buttons: 'Personal Change' (selected) and 'Job Change'. At the very bottom of the page, there is a row of buttons: 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and 'Update/Display'.



ADDITIONAL INFORMATION:

Employee Record field and **Effective Sequence** field default to "0", but can be updated. **Employee ID**, **Employee Record**, **Effective Date** and **Effective Sequence** fields are all required fields. **Personal Change** or **Job Change** radio button must be selected.

Screenshot of the HR Activity Report

	Commonwealth of Virginia HR Activity Report Personal Change	Run Date: 04/26/2021 Run Time: 13:25:41												
Report ID: RHR223														
Page No: 1 of 1														
<table border="1"><tr><td>Employee ID:</td><td></td></tr><tr><td>Employee Record:</td><td>0</td></tr><tr><td>Employee Name:</td><td></td></tr><tr><td>Effective Date:</td><td>01/01/2021</td></tr><tr><td>Effective Sequence:</td><td>0</td></tr></table>	Employee ID:		Employee Record:	0	Employee Name:		Effective Date:	01/01/2021	Effective Sequence:	0				
Employee ID:														
Employee Record:	0													
Employee Name:														
Effective Date:	01/01/2021													
Effective Sequence:	0													
<table border="1"><thead><tr><th>Field Name</th><th>Current Value</th><th>Previous Value</th></tr></thead><tbody><tr><td>Continuous State Service</td><td>03-JUN-2020</td><td></td></tr><tr><td>Leave Service</td><td>03-JUN-2020</td><td></td></tr><tr><td>Prior Service Months</td><td>0</td><td></td></tr></tbody></table>			Field Name	Current Value	Previous Value	Continuous State Service	03-JUN-2020		Leave Service	03-JUN-2020		Prior Service Months	0	
Field Name	Current Value	Previous Value												
Continuous State Service	03-JUN-2020													
Leave Service	03-JUN-2020													
Prior Service Months	0													
END OF REPORT														



Incumbent History Report (RHR461I)

REVISED: 09/15/2021

DESCRIPTION:

Incumbent History Report contains compensation components and displays incumbent and compensation data.

NAVIGATION PATH:

Navigator > Organizational Development > Position Management > Position Reports > Incumbent History

INPUT / SEARCH CRITERIA:

As of Date
Position Number
Show Components (checkbox)

OUTPUT FORMAT:

Excel

Screenshot of the Incumbent History Report Run Control Page

The screenshot shows the 'Incumbent History' report run control page. At the top, there is a dark blue header with the text 'Incumbent History'. Below this, a green button labeled 'Incumbent History Report' is visible. The main area contains a 'Run Control ID' field with the value 'Incumbent_History_report', a 'Language' dropdown menu set to 'English', and a 'Run' button. To the right of the 'Run Control ID' field are links for 'Report Manager' and 'Process Monitor'. Below these fields is a section titled 'Report Request Parameters' which contains an 'As Of Date' field with a calendar icon, an '*Position Number' field with a search icon, and a checkbox labeled 'Show Components'. At the bottom of the page, there are three buttons: 'Save', 'Add', and 'Update/Display'.

ADDITIONAL INFORMATION:

Position Number field is a required field.



Screenshot of the Incumbent History Report

Commonwealth of Virginia													
INCUMBENT POSITION HISTORY REPORT													
Run Date: 09/17/2021													
Report ID: RHR461I		Run Time: 01:32 00											
Page No. 1		of		1									
Run Control Parameters													
As of Date :		3/31/2021											
Position Number :		DOA00125											
Show Components :		Y											
POSITION													
Bus Unit		15100											
BU Descr		Department of Accounts											
Company		DOA											
Comp Descr		Department of Accounts											
Deptid		95400											
Dept Descr		General Accounting Operations											
Job Code		19032											
Position Nbr		DOA00125											
Position Title		Accounting Analyst											
Status		A											
Sal Pln		SW											
Sal Grd		5											
Sal Step													
POSITION INCUMBENT													
Entry DT		Exit Date		Incumbent Emplid		Cur Cd		Entry Sala		Comp Fre		Entry Pln/	
1/10/2007						USD		3284.92 S		SW/5/ 00			
				Compens: STATE		USD		78838 A					



Job Group Diversity Analysis (RHR293)

REVISED: 09/15/2021

DESCRIPTION:

This report provides an analysis of the makeup of your workforce by job groups or job functions within each establishment. These totals are further detailed by ethnicity and gender, and furthermore by ethnicity within each gender.

DHRM, Agency HR Managers and Agency HR SMEs use this report to examine job groupings in relation to company structure. This report includes sensitive information, and therefore, access to generate this report is limited to specific user roles.

NAVIGATION PATH:

Navigator > Workforce Administration > Workforce Reports > Job Group Diversity Analysis

INPUT / SEARCH CRITERIA:

As of Date
Job Category (Job Function or Job Code)
Business Unit (Leave Blank for All)
Department (Leave Blank for All)
VPA only (checkbox)

OUTPUT FORMAT:

Excel

Screenshot of the Job Group Diversity Analysis Report Run Control Page


The screenshot shows the 'Job Group Diversity Analysis' report run control page. At the top, there is a green header bar with the title 'Job Group Diversity Analysis'. Below this, the 'Run Control ID' is 'Job_Group_Diversity_Analysis'. To the right, there are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. The main section is titled 'Job Group Diversity Analysis' and contains several input fields: '*As Of Date:' with a calendar icon, 'Business Unit (Leave Blank for All):' with a search icon, 'Department (Leave Blank for All):' with a search icon, and a checkbox for 'VPA Only'. To the right of these fields is a 'Job Catalog' section with radio buttons for 'Job Function' (selected) and 'Job Code'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

ADDITIONAL INFORMATION:

As of Date field defaults to current day but may be updated.



Screenshot of the Job Group Diversity Analysis Report



Commonwealth of Virginia

Job Group Diversity Analysis

Run Date: 04/30/2021

Run Time: 14:15:55

Page No: 1 of 1

Report ID: RHR293

As of Date

03/31/2021

Job Function	Business Unit	Department	Total Employees	Total Minorities	Male								Female							
					White	Hispanic	Black	Asian/PcIs	AmInd	2+Race	Not Specified	Total	White	Hispanic	Black	Asian/PcIs	AmInd	2+Race	Not Specified	Total
COO - Computer Operations	10000	1000	1	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0
UGR - Ungraded	10000	1100	10	7	1	2	2	0	0	0	0	5	2	2	1	0	0	0	0	5
UGR - Ungraded	10100	2207	10	7	1	2	2	0	0	0	0	5	2	2	1	0	0	0	0	5
UGR - Ungraded	10700	10700	4	0	1	0	0	0	0	0	0	1	3	0	0	0	0	0	0	3
UGR - Ungraded	11000	11000	31	26	3	0	0	0	0	0	10	13	2	0	0	0	0	0	16	18
COO - Computer Operations	11300	10000	26	0	26	0	0	0	0	0	0	26	0	0	0	0	0	0	0	0
UGR - Ungraded	11300	10000	13	10	1	2	2	0	1	0	0	6	2	2	1	1	1	0	0	7
UGR - Ungraded	11400	10000	3	3	0	0	0	0	0	0	0	0	0	0	3	0	0	0	0	3
WGE - Wage Only	12200	12100	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1
AOS - Admin & Office	12300	VAPA	8	5	1	1	2	0	0	0	0	4	2	1	1	0	0	0	0	4
WGE - Wage Only	12300	AIRGUARDFO	1	1	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1
WGE - Wage Only	12300	CHALLENGE	7	5	1	0	2	0	0	0	0	3	1	1	2	0	0	0	0	4
WGE - Wage Only	12300	DISTLEARN	4	0	3	0	0	0	0	0	0	3	1	0	0	0	0	0	0	1
WGE - Wage Only	12300	EDUCATION	1	1	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1
WGE - Wage Only	12300	FACILITIES	35	11	22	3	7	1	0	0	0	33	2	0	0	0	0	0	0	2
WGE - Wage Only	12300	FTFICBLL	6	5	0	0	0	0	0	0	0	0	1	0	5	0	0	0	0	6
WGE - Wage Only	12300	FTFICDPW	25	7	14	1	3	0	0	0	0	18	4	0	3	0	0	0	0	7
WGE - Wage Only	12300	FTFICFIRE	3	0	3	0	0	0	0	0	0	3	0	0	0	0	0	0	0	0
WGE - Wage Only	12300	ITAM	2	0	2	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0



Job Group Diversity Analysis- New Hires (RHR503)

REVISED: 09/15/2021

DESCRIPTION:

This is a custom report of new hires by Secretariat and the occupational group/job function to examine job groupings in relation to company structure. Report provides totals by ethnicity, by gender, and by ethnicity within gender.

This report is used by Agency and DHRM HR Analysts, SMEs, and Managers. Parameters include VPA and Run by Secretariat. VPA governs promotions and appointment based on merit and fitness, and Secretariat is the office responsible for the administrative affairs of a legislative body executive council.

NAVIGATION PATH:

Navigator> Workforce Administration > Workforce Reports > Job Group Diversity – New Hire

INPUT / SEARCH CRITERIA:

From Date

To Date

Business Unit (Leave Blank for All)

Secretariat (Leave Blank for All)

VPA Only (checkbox)

OUTPUT FORMAT:

PDF

Screenshot of the Job Group Diversity Analysis- New Hires Report Run Control Page

The screenshot shows the 'Job Group Diversity - New Hire' report run control page. At the top, there is a header bar with the title 'Job Group Diversity - New Hire'. Below this, there is a section for 'Run Control ID' with the value 'Job_Group_Diversity_New_Hire'. To the right of this, there are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. Below the 'Run Control ID' section, there is a 'Report Request Parameters' section. This section contains several input fields: '*From Date' with a date picker set to '01/01/2021', '*To Date' with a date picker set to '03/31/2021', 'Business Unit (Leave Blank for All)' with a search box, 'Secretariat (Leave Blank for All)' with a search box containing the value '13', and 'VPA Only' with an unchecked checkbox. Below these fields, there is a note: 'If running this report by Secretariat, your results will only include the Business Units you have access to.' At the bottom of the page, there are several buttons: 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.


ADDITIONAL INFORMATION:

From Date and **To Date** fields are required fields.

Rev 09/15/2021



Screenshot of the Job Group Diversity Analysis -New Hires Report



Cardinal

Report ID:RHR503

Business Unit:

From Date: 1/1/2021

To Date: 3/31/2021

Commonwealth of Virginia

Job Group Diversity Analysis - New Hires

Run Date: 04/21/2021

Run Time: 16:42:43

Page 1 of 1

	Total New Hire	Total Minorities	MALE								FEMALE							
			White	Hispanic	Black	Ans/Pcls	Amind	2+Race	Total	White	Hispanic	Black	Ans/Pcls	Amind	2+Race	Total		
Secretariat 3:Education BU:21300 Prof - Assistant Professor	1	1	0	0	0	0	0	0	0	0	0	1	0	0	0	1		
Secretariat 6:Public Safety & Homeland Secty BU:71800 Corr Ent Systems Analyst	1	1	0	0	1	0	0	0	1	0	0	0	0	0	0	0		
Secretariat 7:Legislative BU:10000 COV Default	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1		
Secretariat 13:Finance BU:15100 Financial Services Spec I	1	0	1	0	0	0	0	0	1	0	0	0	0	0	0	0		
Secretariat 16:Commerce and Trade BU:85100 Financial Services Spec II	2	1	1	0	0	0	0	0	2	0	0	0	0	0	0	0		



Leave of Absence Report (RHR205)

REVISED: 09/15/2021

DESCRIPTION:

This is a custom report run at the summary or detail level and used to monitor employees on paid and unpaid leave. Report summary displays counts of employees on leave of absence by Action/Action Reason, percentage of population, and average leave duration. Report includes percentages of employees by leave type and by Department that roll up to Detail report list of employees on leave.

Report is used by payroll and HR who are responsible for managing leave data.

NAVIGATION PATH:

Navigator > Workforce Administration> Job Information > Reports > Leave of Absence Report

INPUT / SEARCH CRITERIA:

From Date
To Date
VPA Only (checkbox)
Business Unit
Department
Action
Reason Code
Report Type (Summary or Detail)

OUTPUT FORMAT:

Excel

Screenshot of Leave of Absence Report Run Control Page

< Cardinal Homepage **Leave of Absence Report**

Leave of Absence Report

Run Control ID: Leave_of_Absence_Report [Report Manager](#) [Process Monitor](#) **Run**

Report Request Parameters

*From Date Business Unit

*To Date Department

☐ VPA Only Action

Reason Code

Report Type

☐ Summary ☒ Detail


Save **Notify** **Add** **Update/Display**



ADDITIONAL INFORMATION:

From Date and To Date fields are required fields.

Screenshot of the Leave of Absence Report – Summary Report



Commonwealth of Virginia
Leave of Absence Report
Summary Report

Report ID: RHR205S
Run Date: APR-14-2021
Run Time: 12:14:43

From Date: 2020-01-01
To Date: 2020-01-31
Business Unit: 24200
Department:
VPA Only: Y
Action:
Action Reason:

Business Unit	Department	Action	Action Reason	Num of Empl	Num of Empl on Leave	Average Leave Duration	Percent of Empl on Leave
24200	15600	DTA	Conversion	460	2	124	0%
24200	25015	DTA	Conversion	460	2	186	0%

Total Num of Empl: 460
Total Num of Empl on Leave: 2
Total % of Empl on Leave: 0%

Screenshot of the Leave of Absence Report – Detail Report

Commonwealth of Virginia
Leave of Absence Report
Detail Report

Report ID: RHR205
Run Date: APR-27-2021
Run Time: 15:51:45

From Date: 2021-01-01
To Date: 2021-03-31
Business Unit:
Department:
VPA Only: N
Action:
Action Reason:

Business Unit	Department	Employee ID	Empl Rcd	Name	Pay Group	Action	Action Reason	Claim Num	Expected Return Date	Probationary Expiration Date
10300	10000		0		SM1	DTA	Conversion			
10300	10000		0		SM1	DTA	Conversion			
10300	10000		0		SM1	DTA	Conversion			
11100	10000		0		SM1	DTA	Conversion			
11100	10000		0		SM1	DTA	Conversion			
11100	10000		0		SM1	DTA	Conversion			
11100	10000		0		SM1	DTA	Conversion			
11100	10000		0		SM1	DTA	Conversion			
11400	10000		0		SM1	DTA	Conversion			
11400	10000		0		SM1	DTA	Conversion			
11400	10000		0		SM1	DTA	Conversion			
11400	10000		0		SM1	DTA	Conversion			
11400	10000		0		SM1	DTA	Conversion			
11400	10000		0		SM1	DTA	Conversion			
11400	10000		0		SM1	DTA	Conversion			
11400	10000		0		SM1	DTA	Conversion			
11400	10000		0		SM1	DTA	Conversion			
11400	10000		0		SM1	DTA	Conversion			
11400	10000		0		SM1	DTA	Conversion			



Performance Ratings Detail & Summary Reports (RHR265)

REVISED: 09/15/2021

DESCRIPTION:

This report displays performance ratings available at summary or detail level. Summary provides counts and percentages of employee ratings. Detailed report provides employee names, ID, EEO codes, rating, effective date, re-evaluation date and status.

This report is used by agencies and DHRM to determine outstanding ratings and re-evaluation statuses, as well as EEO analysis. This report includes sensitive information, and therefore, access to generate this report is limited to specific user roles.

NAVIGATION PATH:

Navigator > Workforce Development > Performance Management > Reports > Performance Rating Report

INPUT / SEARCH CRITERIA:

Effective Date
Report Type (Detail or Summary)
Business Unit
Department
Department Detail
Department Detail (checkbox)
Rating Type

OUTPUT FORMAT:

PDF

Screenshot of the Performance Ratings Detail & Summary Reports Run Control Page

The screenshot shows the 'Performance Rating Report' run control page. At the top, there is a breadcrumb trail: '< Job Group Diversity - New Hire'. The page title is 'Performance Rating Report'. Below the title, there is a section for 'Run Control ID' with the value 'Job_Group_Diversity_New_Hire'. To the right of this, there are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. Below this, there is a 'Report Request Parameters' section. This section contains several input fields: '*Effective Date' with a calendar icon, 'Business Unit' with a search icon, 'Department' with a search icon, 'Rating Type' with a dropdown arrow, and 'Review Rating' with a checkbox. There is also a 'Department Detail' checkbox. To the right of these fields, there is a 'Report Type' section with two radio buttons: 'Detail' and 'Summary'. At the bottom of the page, there are four buttons: 'Save', 'Return to Search', 'Notify', and 'Add'. To the right of the 'Add' button, there is an 'Update/Display' button.




ADDITIONAL INFORMATION:

Effective Date field is a required field. **Business Unit** and **Department** fields are optional fields; leave Blank for all results.

Screenshot of the Performance Ratings Detail Report

Business Unit	Department	Empl ID	Empl Rcd	Name	Position	Eff Dt	Eff Seq	Rating Type	Rating Cycle	Review Rating	Re-Eval Status	Re-Eval Date	Age	Sex	EEO Code
10000	1100		0		SOVPY01 3									M	6
10000	1100		1		SOVPY01 4									M	6
10000	1100		0		SOVPY01 4									F	6
10000	1100		0		SOVPY01 5									M	6
10000	1100		0		SOVPY01 6									F	6
10000	1100		0		SOVPY01 7									M	6

Screenshot of the Performance Ratings Summary Report

<div>  <div> Commonwealth of Virginia Performance Ratings Details & Summary Report Summary Report </div> </div> <div> Report ID: RHR265 </div>						
Effective Date 2021-03-31 Business Unit Department Rating Type Review Rating Report Type S Department Detail N						
Business Unit	Business Unit Total Employees	Department	Department Total Employees	Review Rating	Employee Count	Percent
10000	11	Business Unit Totals		Not Rated	11	100%
10100	10	Business Unit Totals		Not Rated	10	100%
11300	13	Business Unit Totals		Not Rated	13	100%
12200	46	Business Unit Totals		Not Rated	46	100%
12300	504	Business Unit Totals		Not Rated	504	100%
12700	193	Business Unit Totals		Not Rated	193	100%
12800	337	Business Unit Totals		Not Rated	337	100%
12900	126	Business Unit Totals		Not Rated	126	100%
13200	52	Business Unit Totals		Not Rated	52	100%
13300	10	Business Unit Totals		Not Rated	10	100%



Person Data Changes Report (RHR501)

REVISED: 09/15/2021

DESCRIPTION:

This is a custom report to capture all personal data changes within a range of dates. The report displays the field that was changed, the date the change was made, who made the change, the old value, and the new value.

This BI Publisher report is used by Payroll, Benefit (BN), and HR Administrators to audit and validate personal data changes that impact downstream processes.

NAVIGATION PATH:

Navigator > Workforce Administration > Workforce Reports > Person Data Changes Report

INPUT / SEARCH CRITERIA:

Business Unit (Leave Blank for All)
From Date
To Date

OUTPUT FORMAT:

PDF

Screenshot of the Person Data Changes Report Run Control Page

The screenshot shows the 'Person Data Changes Report' run control page. At the top, there is a navigation bar with a link to 'Cardinal Homepage' and the report title 'Person Data Changes Report'. Below this, a green tab labeled 'Person Data Changes Report' is active. The main area displays the 'Run Control ID' as 'Person_Data_Changes_Report', with links to 'Report Manager' and 'Process Monitor', and a 'Run' button. A section titled 'Report Request Parameters' contains three input fields: 'Business Unit (Leave Blank for All)' with a search icon, '*From Date' with a calendar icon, and '*To Date' with a calendar icon. At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

ADDITIONAL INFORMATION:

From Date and To Date fields are required fields.



Screenshot of the Person Data Changes Report

		Commonwealth of Virginia Person Data Changes				Report ID: RHR501 Run Date: APR-27-2021 Run Time: 16:51:30		
Business Unit:		Begin Date: 2021-01-01		End Date: 2021-03-31				
Bus Unit	Emplid	Empl Rcd	Name	Field Changed	Change Date	Changed By	Old Value	New Value
VRSRT		0		DT_OF_DEATH	2021-03-10		2019-08-03	2019-08-28
VRSRT		0		POSTAL	2021-01-06			23220
VRSRT		0		NAME_DISPLAY_S	2021-01-06			HREEHR
				RCH				
VRSRT		0		NAME_FORMAL	2021-01-06			HREE3 02HR0122
VRSRT		0		FT_STUDENT	2021-01-06			N
VRSRT		0		HIGHEST_EDUC_L	2021-01-06			A
				VL				
VRSRT		0		SEX	2021-01-06			U
VRSRT		0		MAR_STATUS_DT	2021-01-06			2019-11-10
VRSRT		0		MAR_STATUS	2021-01-06			U
VRSRT		0		NAME_DISPLAY	2021-01-06			HREE3 02HR0122
VRSRT		0		EMAIL_ADDR	2021-01-06			HREE3.
								02HR0122@perso
VRSRT		0		EMAIL_ADDR	2021-01-06			nal.com
								HREE3.
								02HR0122@VRA.
								virginia.gov
VRSRT		0		LAST_NAME_PRE	2021-01-06			1
				F_NLD				
VRSRT		0		FIRST_NAME	2021-01-06			HREE3
VRSRT		0		LAST_NAME	2021-01-06			02HR0122
VRSRT		0		FIRST_NAME_SR	2021-01-06			HREE
				CH				
VRSRT		0		LAST_NAME_SRC	2021-01-06			HR
				H				
VRSRT		0		NAME	2021-01-06			02HR0122,HREE3
VRSRT		0		COUNTRY_NM_F	2021-01-06			001
				ORMAT				
VRSRT		0		EFF_STATUS	2021-01-06			A
VRSRT		0		NAME_TYPE	2021-01-06			PRI
VRSRT		0		COUNTRY	2021-01-06			USA
VRSRT		0		EFF_STATUS	2021-01-06			A
VRSRT		0		ADDRESS_TYPE	2021-01-06			HOME
VRSRT		0		COUNTY	2021-01-06			Richmond City
VRSRT		0		STATE	2021-01-06			VA
VRSRT		0		CITY	2021-01-06			Richmond
VRSRT		0		ADDRESS1	2021-01-06			35 Main St



Position Data Upload Error Report (RHR041)

REVISED: 09/15/2021

DESCRIPTION:

This is a report to be used by interfacing agencies only. This custom report displays errors for agencies who are interfacing position data (HR006). This error report should be reviewed by interfacing agencies regularly to address and correct errors online timely.

NAVIGATION PATH:

Navigator > Workforce Administration > Job Information > Reports > Position Data Upload Error

INPUT / SEARCH CRITERIA:

From Date
To Date
Output to File Server (checkbox)
Tree Name BU_HR006_INTIN
How Specified Detail Selected Parents

OUTPUT FORMAT:

PDF

Screenshot of the Position Data Upload Error Report Run Control Page

Position Data Upload Error

Position Data Upload Error

Run Control ID Position_Data_Upload_Error

Report Manager Process Monitor

Run

Date Range

*From Date

*To Date

File Parameters

☐ Output to File Server

Business Unit Selection

*Tree Name BU_HR006_INTIN

*How Specified Detail - Selected Parents

Tree Node Selector

Select Values/Nodes

Business Unit	Description	
		-

Save

Return to Search

Notify

Add

Update/Display




ADDITIONAL INFORMATION:

Output to File Server checkbox to only be used by Batch user.

From Date and **To Date** fields are required fields.

Tree Name and **How Specified** fields are also required fields. The **Tree Node Selector** section populates after the required fields are entered and the **Tree** icon is selected. Expanding the Tree and selecting the desired BU populates the **Select Value/Nodes** section. Tree nodes are built with all of the agencies and their respective departments. They are applied in different forms to include or exclude data.

Screenshot of the Position Data Upload Error Report

 Report ID: RHR041		Commonwealth of Virginia POSITION DATA UPLOAD ERROR REPORT		Run Date: 08/23/2020 Run Time: 05:10 00	
Page No. 1 of 6					
Transactional HR BU: 15600					
Upload Date Range: 22-AUG-2020 to 23-AUG-2020					
File Name: 15600_HR006_IN_08222020_1843_001.DAT					
Upload Date: 23-AUG-2020					
HR Position BU: 15600					
Position	Error Field Name	Field Value	Error Type	Error Description	
() #HR045	COMPANY	DSP	E	Invalid Company Code used with Position number in file; Default company code was used	
DSPHR001	ACTION_REASON	INA	E	Position ACTION_REASON = INA & STATUS = A in input file and rejected this transaction.	
DSPHR010	V_LICENSE_CODE2		W	License Code was left blank because field value was invalid/Blank.	
DSPHR010	V_LICENSE_CODE1		W	License Code was left blank because field value was invalid/Blank.	
DSPHR010	WORKERS_COMP_CD		W	Workers Comp Code was set to default '8810' because field value was Invalid/blank.	
DSPHR010	US_SOC_CD		W	SOC Code was set to default Blank because field value was Invalid/blank.	
DSPHR010	STEP	0	W	Step Field value set to default '0' because the field value was Invalid.	
DSPHR010	SUPV_LVL_ID		W	Supervisor Level ID was set to default 'E' because field value was blank or invalid.	
DSPHR010	V_LICENSE_CODE3		W	License Code was left blank because field value was invalid/Blank.	



Position History Report (RHR461H)

REVISED: 09/15/2021

DESCRIPTION:

This report shows position history details for active and inactive positions. This report displays all relevant position fields and position sibling information requested by the run control parameters.

This report is used by DHRM and Agency HR.

NAVIGATION PATH:

Navigator > Organizational Development > Position Management > Position Reports > Position History

INPUT / SEARCH CRITERIA:

As Of Date
Position Number

OUTPUT FORMAT:

CSV

Screenshot of the Position History Report Run Control Page

The screenshot shows the 'Position History' report run control interface. At the top, there is a navigation bar with a '< Process List' button and the title 'Position History'. Below this, a green button labeled 'Position History Report' is visible. The main area contains the following elements:

- Run Control ID:** Position_History_Report
- Language:** English (dropdown menu)
- Buttons:** Report Manager, Process Monitor, and a large Run button.
- Report Request Parameters:** A section containing:
 - As Of Date:** A text input field with a calendar icon.
 - *Position Number:** A text input field with a magnifying glass icon.
- Bottom Buttons:** Save, Add, and Update/Display.

ADDITIONAL INFORMATION:

Position Number field is a required field. Report output only available in CSV format.



Screenshot of the Position History Report

Commonwealth of Virginia																				
POSITION Run Date: 01/19/2021																				
Report ID: Run Time: 10:04 00																				
Page No. 1 of 1																				
Run Control Parameters																				
As of Date 1-Jan-21																				
Position N DOCHR076																				
Position N	Eff DT	Action Date	Act RSN	Position Ti	Bus Unit	Dept	Job Code	Reports To	Company	Location	Max Head	Reg/Temp	Full/Part	Std Hrs	Work Per	Job Shr	Status	Status Dt	Budg Posn	Last Update
DOCHR076	1/1/2021	1/19/2021	UPD	Security O	70100	125	69113	DOCHR00	DOC	CRO	1	R	F	40	Weekly	N	Approved	1/1/1901	Y	1/19/2021 10
DOCHR076	1/1/1901	1/1/1901	NEW	Security O	70100	125	69113	DOCHR00	DOC	CRO	1	R	F	40	Weekly	N	Approved	1/1/1901	Y	6/23/2020 11

Screenshot of the Position History Report (scrolled right)

Status Dt	Budg Posn	Last Update	Last Updat	Post Revie	Pos Month	Pos Econ	Agency Fld	Pos EEO C	Pos Safe S	US SOC Cd	Alt Work S	Sensitive C	Pos Agenc	Pos Agenc	Supr Posn	Critical Ha	VPA Elig	Sal Plan	Sal Grade	Sal Step		
1/1/1901	Y	1/19/2021 10:02	PP53_BRITTANY.HUD		12	N		2	N		N	N				N	Y	SW		3		
1/1/1901	Y	6/23/2020 11:51	V_HR_POSITION_MG		12	N		2	N		N	N				N	Y	SW		3		



Position Summary Report (RHR471)

REVISED: 09/15/2021

DESCRIPTION:

This report displays specific position details and summarize position data including position counts and percentage of population's filled positions by Business Unit and Department and average vacancy rate.

This report is used by Agency HR and DHRM Analysts and Managers.

NAVIGATION PATH:

Navigator> Organizational Development > Position Management > Position Reports > Position Summary Report

INPUT / SEARCH CRITERIA:

As of Date
Report Type (Detailed or Summary)
Business Unit (Leave Blank for All)
Job Code (Leave Blank for All)
Department (Leave Blank for All)
SOC Code (Leave Blank for All)
Pos Status (Leave Blank for All)
Sal Plan (Leave Blank for All)
Pos EFF Status (Leave Blank for All)
Grade (Leave Blank for All)

OUTPUT FORMAT:

PDF


Screenshot of the Position Summary Report Run Control Page

The screenshot shows the 'Position Summary Report' run control page. At the top, there is a navigation bar with a 'Process List' button and the title 'Position Summary Report'. Below this, a 'Position Summary Report' tab is active. The main area contains a 'Run Control ID' field with the value 'Position_Summary', and links for 'Report Manager' and 'Process Monitor'. A 'Run' button is located to the right. Below these elements is a 'Report Request Parameters' section. It includes a '*As Of Date' field with a calendar icon, a 'Report Type' section with radio buttons for 'Detailed' and 'Summary' (where 'Summary' is selected), and a 'Leave Blank for All Parameters' section. This section contains input fields for 'Business Unit', 'Job Code', 'Department', 'SOC Code', 'Pos Status', 'Sal Plan', 'Pos EFF Status', and 'Grade', each with a search icon. At the bottom of the form, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.



ADDITIONAL INFORMATION:
As Of Date field is a required field.

Screenshot of the Position Summary Report



Cardinal

Commonwealth of Virginia
Position Summary Report
Detailed Report

Run Date: 04/23/2021
Run Time: 12:19:09
Page 1 of 1

Report ID:RHR471

As of Date: 3/31/2021
Business Unit:
Department:
Position Status:
Position Eff Status:
Job Code:
SOC Code:
Grade:

BU Description	Department	Num of Active BU Positions	Num of Active Dept Positions	Num of Vacant Positions	Avg BU Vacancy Rate
Agriculture & Consumer Svcs	30100	732	8	0	0%
Agriculture & Consumer Svcs	30200	732	4	1	0%
Agriculture & Consumer Svcs	30300	732	2	0	0%
Agriculture & Consumer Svcs	30400	732	5	4	1%
Agriculture & Consumer Svcs	30500	732	3	0	0%
Agriculture & Consumer Svcs	30600	732	8	0	0%
Agriculture & Consumer Svcs	30700	732	1	0	0%
Agriculture & Consumer Svcs	31100	732	2	1	0%
Agriculture & Consumer Svcs	31200	732	9	5	1%
Agriculture & Consumer Svcs	31300	732	2	1	0%
Agriculture & Consumer Svcs	31400	732	15	4	1%
Agriculture & Consumer Svcs	31500	732	1	0	0%
Agriculture & Consumer Svcs	31600	732	4	1	0%
Agriculture & Consumer Svcs	31700	732	8	0	0%
Agriculture & Consumer Svcs	33100	732	5	0	0%
Agriculture & Consumer Svcs	33200	732	58	10	1%
Agriculture & Consumer Svcs	33300	732	40	12	2%
Agriculture & Consumer Svcs	33400	732	41	5	1%
Agriculture & Consumer Svcs	33500	732	21	8	1%
Agriculture & Consumer Svcs	34100	732	6	0	0%
Agriculture & Consumer Svcs	34200	732	5	0	0%
Agriculture & Consumer Svcs	34300	732	6	1	0%
Agriculture & Consumer Svcs	34400	732	8	0	0%
Agriculture & Consumer Svcs	34500	732	3	2	0%



Reward and Recognition Compliance Report (RHR490)

REVISED: 09/15/2021

DESCRIPTION:

This report audits the Rewards and Recognition page entries by applying edits (e.g., lifetime max, fiscal year limits, occurrence limit, and referral bonus limit) for classified employees only. This report displays transactions logged on the Rewards and Recognition page that are outside of policy defined compliance criteria with supporting field level detail (e.g., effective date, agency, employee, reason code, amount, and written agreement expiration).

This BI Publisher report is used by Agency and DHRM HR staff to ensure Bonus and Leave Actions comply with DHRM Policy for all classified employees.

NAVIGATION PATH:

Navigator > Workforce Development > Rwd and Recogn Compliance Rpt

INPUT / SEARCH CRITERIA:

Business Unit (Leave Blank for All)
Reward Type (Leave or Monetary)
Fiscal/Leave Year

OUTPUT FORMAT:

Excel

Screenshot of the Reward and Recognition Compliance Report Run Control Page


The screenshot displays the 'Rwd and Recogn Compliance Rpt' interface. At the top, a dark blue header bar contains the report title. Below this, a green tab labeled 'R and R Compliance Report' is active. The main area shows the 'Run Control ID' as 'R_and_R_Compliance_Report', with links for 'Report Manager' and 'Process Monitor', and a 'Run' button. A section titled 'Report Request Parameters' contains a form for the 'Reward and Recognition Compliance Report'. This form includes a search box for 'Business Unit (Leave Blank for All)', radio buttons for 'Reward Type' (selected: 'Leave', unselected: 'Monetary'), and a text box for '*Fiscal/Leave Year'. At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

ADDITIONAL INFORMATION:

Fiscal/Leave year field is a required field.



Screenshot of the Reward and Recognition Compliance Report (Monetary Reward)



Commonwealth of Virginia

Reward and Recognition Compliance Report

Report ID: RHR490


Page No: 1

Run Date: 04/29/2021

Run Time: 03:03:40 PM

Business Unit	%									
Start Date	07/01/2019									
End Date	06/30/2020									
Reward Type	Monetary: Annual									
Business Unit	Empl ID	Empl Rcd	Employee	Effective Date	Reward Type	Reward Hours	Reward Amount	Written Agreement Expiration	Comments	
21500		0		12/16/2019	ERB	0.00	7000.00			
21500		0		12/23/2019	RNB	0.00	17000.00			
21500		0		12/26/2019	RNB	0.00	33000.00			
Reward Type	Monetary: One Time Limit									
Business Unit	Empl ID	Empl Rcd	Employee	Effective Date	Reward Type	Reward Hours	Reward Amount	Written Agreement Expiration	Comments	
70500		0		08/10/2019	RLP	0.00	5000.00		007741807705	
72800		0		07/10/2019	RNB	0.00	25000.00			

Screenshot of the Reward and Recognition Compliance Report (Leave Reward)

		Commonwealth of Virginia						Page No:	1
		Reward and Recognition Compliance Report						Run Date:	05/05/2021
Report ID: RHR490								Run Time:	02:24:20 PM
Business Unit		%							
Leave Year		2019							
Reward Type		Leave: Absence Management							
Business Unit	Empl ID	Empl Rcd	Employee	Effective Date	Reward Type	Reward Hours	Reward Amount	Written Agreement Expiration	Comments
70200		0		11/09/2019	ALI	336.00	0.00		
70200		0		11/09/2019	ALI	268.80	0.00		
70200		0		11/09/2019	ALI	283.50	0.00		
70200		0		11/09/2019	ALI	249.00	0.00		
70200		0		11/09/2019	ALI	336.00	0.00		
70200		0		11/09/2019	ALI	344.00	0.00		
70200		0		11/09/2019	ALI	260.00	0.00		
70200		0		11/09/2019	ALI	259.00	0.00		
70200		0		11/09/2019	ALI	336.00	0.00		
70200		0		11/09/2019	ALI	250.70	0.00		
70200		0		11/09/2019	ALI	250.50	0.00		
77700		0		11/09/2019	ERL	42.50	0.00		



Reward and Recognition Leave Report (RHR280)

REVISED: 09/15/2021

DESCRIPTION:

This report displays leave award options of summary or detail from Reward and Recognition pages as well as from Cardinal Absence Management. Summary also displays leave award totals, percentage of population, and average amounts granted.

Report is used by DHRM, Agency HR Analysts, Agency HR Managers and by Payroll to validate and audit exceptional and recognition leave and bonus award payments, and audit SPOT payments.

NAVIGATION PATH:

Navigator > Workforce Development > Rwd and Recogn Leave Rpt

INPUT / SEARCH CRITERIA:

From Date
To Date
Business Unit (Leave Blank for All)
Department (Leave Blank for All)
Report Type (Summary or Detail)
Absence Mgmt Agency? (Yes or No)
VPA Only (Yes or No or Both)

OUTPUT FORMAT:

Excel

Screenshot of the Reward and Recognition Leave Report Run Control Page

The screenshot shows the 'Rwd and Recogn Leave Rpt' run control page. At the top, there's a header bar with the report name. Below it, a tab labeled 'Reward and Recog Leave Rpt' is active. The page displays the 'Run Control ID' as 'Rewards_and_Recognition_Leave' and includes links for 'Report Manager' and 'Process Monitor'. A 'Run' button is located on the right. The 'Report Request Parameters' section contains several input fields: '*From Date' and '*To Date' with calendar icons; 'Business Unit (Leave Blank for All)' and 'Department (Leave Blank for All)' with search icons; 'Report Type' with radio buttons for 'Summary' and 'Detail' (selected); 'Absence Mgmt Agency?' with 'Yes' and 'No' radio buttons (selected); and 'VPA only' with 'Yes', 'No', and 'Both' radio buttons (selected). At the bottom, there are 'Save' and 'Return to Search' buttons.

ADDITIONAL INFORMATION:



From Date and To Date fields are required fields.

Screenshot of the Rewards and Recognition Leave Report (Detail Report)

Report ID: RHR280

Commonwealth of Virginia

Reward and Recognition Leave Report

Reward and Recognition Detail Data

Run Date: 04/28/2021

Run Time: 1:36:12 PM

Page No: 1 of 1

From Date:	01/01/2021
To Date:	03/31/2021
Business Unit:	
Department:	
VPA Only:	B

Business Unit	Department	EmplID	Empl Rcd	Award Effdt	Last Nam	First Name	Position Nbr	Jobcode Descriptio	Critical/Hard to Hire	Reward ID	Reward Type	Written Agreemen	Authorized HRS	Authorized Amt	YTD Hours	YTD Amt	Issue d	Reward HRS	Reward Amt
21500	010000		0	12/02/2020			UMV/HR026	Pres Univ of Marg	N	5	RPL	N	0	3000	0	3000		0	0
21500	010000		0	12/30/2020			UMV/HR026	Pres Univ of Marg	N	5	IBB	Y	0	100	0	100		0	0
21500	200500		0	12/02/2020			UMV/00285	Library Specialist II	N	2	ERL	N	8	0	0	0		0	0
21500	203115		0	07/29/2020			UMV/HR025	Professor	N	3	PBB	N	0	500	0	1000		0	0
21500	302516		0	12/02/2020			UMV/00404	Financial Services Spec I	N	3	ERB	N	0	35	0	35		0	0
21500	303200		0	12/02/2020			UMV/00191	Trades Technician III	N	2	ERB	N	0	35	0	35	####	0	35
21500	303200		0	12/02/2020			UMV/00277	Trades Technician III	N	3	ERB	N	0	35	0	35		0	0
21500	303404		0	12/02/2020			UMV/00114	Hsekeep &lor Apparel Mgr	N	2	ERB	N	0	500	0	500		0	0
21500	303600		0	12/02/2020			UMV/00319	Hsekeep &lor Apparel Work	N	5	PBB	Y	0	2000	0	0		0	0
21500	303600		0	12/02/2020			UMV/00347	Trades Manager I	N	2	SOB	N	0	5000	0	5000		0	0
21500	304000		0	12/02/2020			UMV/00400	Human Resource Analyst I	N	2	ERL	N	5	0	0	0		0	0
21600	216		0	12/16/2020			JMU00009	Library Specialist III	N	1	RNB	Y	0	500	0	1500		0	0
70100	125		0	08/18/2020			DOCHP001	Security Officer III	N	1	IBB	Y	0	1000	0	0		0	0

END OF REPORT

Screenshot of the Rewards and Recognition Leave Report (Summary Report)

Report ID: RHR280

Commonwealth of Virginia

Reward and Recognition Leave Report

Summary Report

Run Date: 04/23/2021

Run Time: 12:47:47 PM

Page No: 1 of 1

From Date:	01/01/2021
To Date:	03/31/2021
Business Unit:	
Department:	
VPA Only:	B

Business Unit: 21500

Department: 303200

Reward Type	Number of Leave Awards	PCT of Population	Avg Amount of Leave Awards Granted
ERB	1	7%	35.00
Department Total: 303200	1	7%	35.00
Business Unit Total: 21500	1	0%	35.00
StateWide Total:	1	0%	35.00

END OF REPORT



Salary Above and Below Pay Grade Report (RHR177)

REVISED: 09/15/2021

DESCRIPTION:

This is a custom report listing employees with a salary above or below the pay grade maximum or minimum.

This report is used by Agency Compensation Managers, HR Managers and DHRM to audit VPA employee Salary Grades.

NAVIGATION PATH:

Navigator > Compensation > Base Compensation > Salary Plan Reports > Salary Pay Grade Report

INPUT / SEARCH CRITERIA:

Business Unit (Leave Blank for All)
Department ID (Leave Blank for All)
Report Type (checkbox)

OUTPUT FORMAT:

CSV
PDF

Screenshot of the Salary Above and Below Pay Grade Report Run Control Page.

< Cardinal Homepage **Salary Pay Grade Report**

Salary Pay Grade Report

Run Control ID Salary_Pay_Grade_Report Report Manager Process Monitor Run

Run Control Parameters:

Business Unit: (Leave Blank for All)

Department: (Leave Blank for All)

Report Type

☐ Above Maximum

☐ Below Minimum

☒ Both Reports


Save Return to Search Notify Add Update/Display

ADDITIONAL INFORMATION:

If the **Business Unit** and/or **Department ID** fields are left blank, the report displays all business units and departments the user has access to. Run Control includes radio buttons to select Report Type (Above Maximum, Below Minimum, and Both Reports).



Screenshot of the Salary Above and Below Pay Grade Report.



Report ID: VHRR0177

Commonwealth of Virginia

SALARY ABOVE AND BELOW PAY GRADE REPORT

Run Date: 04/21/2021

Run Time: 03:24 00

Business Unit:

Department ID:

Report Type: Both Reports

Page No. 1 of 91

Business Unit: 12300 - Department of Military Affairs

Empl	Jobcode	Deptid	Position	Salary				
<u>Rcd</u> <u>Name</u>			<u>Number</u>	<u>Plan/Grade</u>	<u>Maximum Salary</u>	<u>Annual Rate</u>	<u>Above Amount</u>	
Report Section: Above Maximum								

Empl	Jobcode	Deptid	Position	Salary	Minimum	Annual	Amount
<u>Rcd</u> <u>Name</u>			<u>Number</u>	<u>Plan/Grade</u>	<u>Salary</u>	<u>Rate</u>	<u>Below</u>
Report Section: Below Minimum							

Salary Plan: SW - Statewide

00923567500	0	T08BN1915,Employee2agy2	19216	CHALLENGE	DMA00149	SW/6	\$	60,209.00	\$	54,000.00	\$	6,209.00
-------------	---	-------------------------	-------	-----------	----------	------	----	-----------	----	-----------	----	----------



Salary Grade/Step Components Table (PER706B)

REVISED: 09/15/2021

DESCRIPTION:

This report displays Salary Plan/Grade/Step by SETID based on components applicable configuration tables at the time the report is run.

NAVIGATION PATH:

Navigator > Compensation > Base Compensation > Salary Plan Reports > Salary Grade/Step

INPUT / SEARCH CRITERIA:

Show Components (checkbox)

OUTPUT FORMAT:

CSV
HTM
PDF

Screenshot of the Salary Grade/Step Components Table Run Control Page

The screenshot shows the 'Salary Grade/Step' Run Control page. At the top, there is a navigation bar with a '< Process List' button and the title 'Salary Grade/Step'. Below the navigation bar, the page title 'Salary Grade/Step' is displayed. The main content area includes a 'Run Control ID' field with the value 'Salary_Grade_Step', a 'Language' dropdown menu set to 'English', and a 'Run' button. To the right of the 'Run' button are links for 'Report Manager' and 'Process Monitor'. Below these fields is a section titled 'Report Request Parameter(s)' containing a checkbox labeled 'Show Components'. At the bottom of the page, there are four buttons: 'Save', 'Notify', 'Add', and 'Update/Display'.

ADDITIONAL INFORMATION:

This report may be run with or without the **Show Components** checkbox checked. .



Screenshot of the Salary Grade/Step Components Table

PeopleSoft												
Salary Plan/Grade/Step/Components Table												
Report ID: PER706B												Page No. 1
For the period 01/01/1900 through 04/14/2021												Run Date 04/14/2021
												Run Time 14:46:01
Salary		Effective Date	Components	Cur Freq	Hourly Rate	Daily Rate	Monthly Rate	Annual Rate	Rate			
SETID	Plan/Grade/Step								Descr	Code	Percent	Points
Group												
19400	SW/3/ 1	SW Grade 3	01/01/1901									
19400	SW/4/ 1	SW Grade 4	01/01/1901									
19400	SW/5/ 1	SW Grade 5	01/01/1901									
20300	NV/4/ 1	NV Ext 4	01/01/1901									
20300	SW/1/ 1	SW Grade 1	01/01/1901									
20300	SW/3/ 1	SW Grade 3	01/01/1901									
20300	SW/3/ 2	SW Grade 3	01/01/1901									
20300	SW/3/ 3	SW Grade 3	01/01/1901									
20300	SW/4/ 1	SW Grade 4	01/01/1901									
20300	SW/4/ 2	SW Grade 4	01/01/1901									
20300	SW/4/ 3	SW Grade 4	01/01/1901									
20300	SW/4/ 4	SW Grade 4	01/01/1901									
20800	SW/3/ 1	SW Grade 3	01/01/1901									
21400	SW/3/ 1	SW Grade 3	01/01/1901									

Screenshot of the Salary Grade/Step Components Table (Show Components)

PeopleSoft												
Salary Plan/Grade/Step/Components Table												
Report ID: PER706B										Page No. 1		
For the period 01/01/1900 through 04/28/2021										Run Date 04/28/2021		
										Run Time 14:06:24		
Salary	Effective											Rate
SETID Plan/Grade/Step	Date	Components	Cur	Freq	Hourly Rate	Daily Rate	Monthly Rate	Annual Rate	Code	Percent	Points	
												Group
19400 SW/3/ 1	SW Grade 3	01/01/1901	STATE	0	USD	A	0.000000	0.000	0.000	0.000	0.000	0
19400 SW/4/ 1	SW Grade 4	01/01/1901	STATE	0	USD	A	0.000000	0.000	0.000	0.000	0.000	0
19400 SW/5/ 1	SW Grade 5	01/01/1901	STATE	0	USD	A	0.000000	0.000	0.000	0.000	0.000	0
20300 NV/4/ 1	NV Ext 4	01/01/1901	STATE	0	USD	A	0.000000	0.000	0.000	0.000	0.000	0
20300 SW/1/ 1	SW Grade 1	01/01/1901	STATE	0	USD	A	0.000000	0.000	0.000	0.000	0.000	0
20300 SW/3/ 1	SW Grade 3	01/01/1901	STATE	0	USD	A	0.000000	0.000	0.000	0.000	0.000	0
20300 SW/3/ 2	SW Grade 3	01/01/1901	STATE	0	USD	A	0.000000	0.000	0.000	0.000	0.000	0
20300 SW/3/ 3	SW Grade 3	01/01/1901	STATE	0	USD	A	0.000000	0.000	0.000	0.000	0.000	0
20800 SW/1/ 1	SW Grade 1	01/01/1901	STATE	0	USD	A	0.000000	0.000	0.000	0.000	0.000	0



Salary Grade Table Report (PER706A)

REVISED: 09/15/2021

DESCRIPTION:

This BI Publisher report displays Salary Plan and Grade table data.

NAVIGATION PATH:

Navigator > Compensation > Base Compensation > Salary Plan Reports > Salary Grade

INPUT / SEARCH CRITERIA:

(No input required)

OUTPUT FORMAT:

PDF

Screenshot of the Salary Grade Table Report Run Control Page

The screenshot shows the 'Salary Grade' report run control page. At the top, there is a dark blue header bar with a left navigation button labeled '< Process List' and a title 'Salary Grade' on the right. Below the header, a light green tab labeled 'Salary Grade Table' is selected. The main content area contains a table with one row: 'Run Control ID' followed by 'Salary_Grade'. To the right of the table, there are two blue links: 'Report Manager' and 'Process Monitor', and a grey 'Run' button. At the bottom of the page, there are four buttons: a green 'Save' button, a grey 'Notify' button, a grey 'Add' button, and a grey 'Update/Display' button.

ADDITIONAL INFORMATION:

In order to review results, user must click on **Report Manager** after running the report and refreshing to success.



Salary Structure Report (CMP001)

REVISED: 09/15/2021

DESCRIPTION:

This report displays Salary Grade Structures by SET ID.

NAVIGATION PATH:

Navigator > Compensation > Base Compensation > Salary Plan Reports > Salary Structure

INPUT / SEARCH CRITERIA:

As Of Date

OUTPUT FORMAT:

CSV
HTM
PDF

Screenshot of the Salary Structure Report Run Control Page

The screenshot shows the 'Salary Structure' report run control page. At the top, there is a navigation bar with a link to 'Cardinal Homepage' and the title 'Salary Structure'. Below this, the page is titled 'Salary Structure'. There are two input fields: 'Run Control ID' with the value 'Salary_Structure' and 'Language' with a dropdown menu set to 'English'. To the right of these fields are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. Below these fields is a section titled 'Report Request Parameter(s)' containing an 'As Of Date' field with a calendar icon. At the bottom of the page, there are four buttons: 'Save', 'Notify', 'Add', and 'Update/Display'.

ADDITIONAL INFORMATION:

Defaults to current day if **As Of Date** field is left blank.



Screenshot of the Salary Structure Report

Report ID: CMP001		PeopleSoft SALARY STRUCTURE REPORT				Page No. 1	
As Of Date: 04/28/2021						Run Date 04/28/2021	
						Run Time 14:46:58	
SETID	Salary Grade	Minimum	Midpoint	Maximum	Midpoint Differential	Range Spread	
STATE	AH/999	117,474	153,293	189,111		60.98%	
STATE	AH/960	24,162	62,725	101,288	144.39%	319.20%	
STATE	AH/957	95,120	104,168	113,215	-39.78%	19.02%	
STATE	AH/948	0	68,791	137,582	51.43%	100.00%	
STATE	AH/942	119,014	121,746	124,477	-43.50%	4.59%	
STATE	AH/938	0	74,166	148,332	64.15%	100.00%	
STATE	AH/937	0	68,983	137,966	7.51%	100.00%	
STATE	AH/912	117,474	136,002	154,529	-49.28%	31.54%	
STATE	AH/841	119,014	136,570	154,125	-0.42%	29.50%	
77800	AH/778	117,474	146,761	176,048	-6.94%	49.86%	
STATE	AH/777	117,474	141,292	165,110	3.87%	40.55%	
STATE	AH/766	119,014	128,486	137,957	9.97%	15.92%	
76500	AH/765	169,179	191,964	214,748	-33.07%	26.94%	
STATE	AH/751	24,162	62,664	103,666	200.50%	320.63%	
72000	AH/720	169,179	205,321	241,463	-68.90%	42.73%	
70200	AH/702	95,120	109,753	124,386	87.08%	30.77%	
STATE	AH/701	169,179	181,273	193,367	-39.45%	14.30%	
STATE	AH/602	169,179	190,879	212,578	-5.03%	25.65%	
60100	AH/601	169,179	202,785	236,390	-5.87%	39.73%	
STATE	AH/506	117,474	118,796	120,117	70.70%	2.25%	
STATE	AH/505	117,474	138,761	160,048	-14.39%	36.24%	
STATE	AH/501	169,179	193,844	218,509	-28.42%	29.16%	
50100	AH/501	169,179	193,844	218,509	0.00%	29.16%	
STATE	AH/454	0	90,353	180,706	114.54%	100.00%	
STATE	AH/440	169,179	184,497	199,815	-51.03%	18.11%	
STATE	AH/425	119,014	133,517	148,019	38.18%	24.37%	
STATE	AH/423	119,014	124,507	130,000	7.24%	9.23%	
STATE	AH/417	95,120	95,120	95,120	30.89%	0.00%	
STATE	AH/411	119,014	135,623	152,232	-29.86%	27.91%	
STATE	AH/409	117,474	135,839	154,204	-0.16%	31.27%	
STATE	AH/407	117,474	132,964	148,454	2.16%	26.37%	
STATE	AH/405	119,014	124,976	130,938	6.39%	10.02%	
STATE	AH/403	117,474	132,930	148,385	-5.98%	26.31%	
STATE	AH/402	117,474	131,690	145,905	0.94%	24.20%	
STATE	AH/350	117,474	132,000	146,525	-0.23%	24.73%	
STATE	AH/330	95,120	97,908	100,695	34.82%	5.86%	
STATE	AH/301	117,474	143,506	169,538	-31.77%	44.32%	
STATE	AH/299	0	250,000	500,000	-42.60%	100.00%	
STATE	AH/298	0	250,000	500,000	0.00%	100.00%	
STATE	AH/297	0	250,000	500,000	0.00%	100.00%	
STATE	AH/296	0	250,000	500,000	0.00%	100.00%	
STATE	AH/295	0	250,000	500,000	0.00%	100.00%	
STATE	AH/294	0	250,000	500,000	0.00%	100.00%	
STATE	AH/293	0	250,000	500,000	0.00%	100.00%	
STATE	AH/292	0	250,000	500,000	0.00%	100.00%	
STATE	AH/291	0	250,000	500,000	0.00%	100.00%	
STATE	AH/290	0	250,000	500,000	0.00%	100.00%	
STATE	AH/288	0	250,000	500,000	0.00%	100.00%	
STATE	AH/287	0	250,000	500,000	0.00%	100.00%	
STATE	AH/286	0	250,000	500,000	0.00%	100.00%	
STATE	AH/285	0	250,000	500,000	0.00%	100.00%	
STATE	AH/284	0	250,000	500,000	0.00%	100.00%	
STATE	AH/283	0	250,000	500,000	0.00%	100.00%	
STATE	AH/282	0	250,000	500,000	0.00%	100.00%	
STATE	AH/280	0	250,000	500,000	0.00%	100.00%	
STATE	AH/279	0	250,000	500,000	0.00%	100.00%	
STATE	AH/278	0	250,000	500,000	0.00%	100.00%	
STATE	AH/277	0	250,000	500,000	0.00%	100.00%	
STATE	AH/276	0	250,000	500,000	0.00%	100.00%	
STATE	AH/275	0	250,000	500,000	0.00%	100.00%	
26200	AH/262	117,474	140,630	163,786	77.77%	39.42%	
STATE	AH/261	0	92,977	185,953	51.25%	100.00%	
STATE	AH/247	0	80,856	161,712	14.99%	100.00%	
STATE	AH/246	0	65,358	130,716	23.71%	100.00%	
STATE	AH/245	0	102,483	204,965	-36.23%	100.00%	
STATE	AH/242	0	73,264	146,528	39.88%	100.00%	
STATE	AH/241	0	71,303	142,606	2.75%	100.00%	
STATE	AH/239	95,120	103,123	111,125	-30.86%	16.83%	
STATE	AH/238	119,014	135,317	151,620	-23.79%	27.40%	
23600	AH/236	0	93,192	186,383	45.20%	100.00%	



Separation Report (including Layoff Details) (RHR423)

REVISED: 09/15/2021

DESCRIPTION:

This report displays separation details for a specified period of time.

End users for this report are Agency HR and DHRM.

NAVIGATION PATH:

Navigator> Workforce Administration > Workforce Reports > Separation Detail Report

INPUT / SEARCH CRITERIA:

Business Unit (Leave Blank for All)
From Date
To Date

OUTPUT FORMAT:

PDF

Screenshot of the Separation Report (Details) Run Control Page

The screenshot shows the 'Separation Detail Report' Run Control page. At the top, there is a header bar with a '< List' button on the left and the title 'Separation Detail Report' on the right. Below the header, the 'Run Control ID' is 'Separation_Detail_Report'. To the right of this are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. The main section is titled 'Process Request Parameters' and contains a form with the following fields: 'Business Unit (Leave Blank for All)' with a search icon, '*From Date' with a calendar icon, and '*To Date' with a calendar icon. At the bottom of the form are four buttons: 'Save', 'Notify', 'Add', and 'Update/Display'.

ADDITIONAL INFORMATION:

From Date and **To Date** fields are required fields.



Screenshot of the Separation Report

Commonwealth of Virginia														
Separation Detail Report														
Report ID: RHR423														
Run Date 04/28/2021 Run Time 3:05:34 PM Page No. 1 of 2														
Results for Effective Date Range: From Date: 1/1/2021 To Date: 3/31/2021														
Business Unit: 12300 Department of Military Affairs														
Employee ID	EMPL RCD	Employee Name	Effective Date	Job Code	Service Years	Gender	Race	HR Status	PY Status	Benefit Status	Layoff Notification Date	Grade	Action Code	Action Reason
	0		3/11/2021	29112	2	M	WHITE	I	T	T		4	TER	RES
Business Unit: 15100 Department of Accounts														
Employee ID	EMPL RCD	Employee Name	Effective Date	Job Code	Service Years	Gender	Race	HR Status	PY Status	Benefit Status	Layoff Notification Date	Grade	Action Code	Action Reason
	0		3/2/2021	19032	4	F	HISPA	I	T	T		5	TER	TER
	0		1/20/2021	39112	2	M	BLACK	I	T	T		5	TER	TER
	0		1/3/2021	19031	46	F	WHITE	I	T	T		4	TER	RES
Business Unit: 19100 VA Workers' Compensation Comm														
Employee ID	EMPL RCD	Employee Name	Effective Date	Job Code	Service Years	Gender	Race	HR Status	PY Status	Benefit Status	Layoff Notification Date	Grade	Action Code	Action Reason
	0		2/1/2021	COVA99	10	M	NSPEC	I	T	A			TER	XFO
Business Unit: 20100 Dept of Ed Central Operations														
Employee ID	EMPL RCD	Employee Name	Effective Date	Job Code	Service Years	Gender	Race	HR Status	PY Status	Benefit Status	Layoff Notification Date	Grade	Action Code	Action Reason
	0		1/1/2021	19032	17	F	HISPA	I	D	T		5	TER	DWD
Business Unit: 21200 Virginia State University														
Employee ID	EMPL RCD	Employee Name	Effective Date	Job Code	Service Years	Gender	Race	HR Status	PY Status	Benefit Status	Layoff Notification Date	Grade	Action Code	Action Reason
	0		1/2/2021	29052	33	F	BLACK	I	T	T		4	TER	RES
Business Unit: 21500 University of Mary Washington														
Employee ID	EMPL RCD	Employee Name	Effective Date	Job Code	Service Years	Gender	Race	HR Status	PY Status	Benefit Status	Layoff Notification Date	Grade	Action Code	Action Reason
	0		1/4/2021	01013	2	M		I	T	A			TER	XFO
	0		1/13/2021	79033	25	M	WHITE	I	T	T		3	TER	RES
	0		2/24/2021	01013	0	M		I	T	T			TER	TER
Business Unit: 50100 VA Dept of Transportation														



Statewide Report for Veteran's Services (RHR394)

REVISED: 09/15/2021

DESCRIPTION:

This report displays veterans that were hired or rehired into an agency for use by Veterans Services.

The end users are DHRM, Agency HR SMEs, HR Managers, and Department of Veterans Services (DVS).

NAVIGATION PATH:

Navigator > Workforce Administration > Workforce Reports > Reports > Veteran's Services Report

INPUT / SEARCH CRITERIA:

As of Quarter End Date
VPA Only (checkbox)
Business Unit

OUTPUT FORMAT:

PDF

Screenshot of the Statewide Report for Veteran's Services Run Control Page

Statewide Report for Veteran's Services

Report for Veteran's Services

Statewide Report for Veteran's Services

Run Control ID Veterans_Services_Report

Report Manager

Process Monitor

Run

*As Of Quarter End Date

VPA Only: ☐

Business Unit Selection

1-1 of 1

Business Unit	Agency Description		
1		+	-

Save

Return to Search

Notify

Add


Update/Display

ADDITIONAL INFORMATION:

As Of Quarter End Date field is a required field.



Screenshot of the Statewide Report for Veterans Services



Report ID: RHR394

As of Quarter End Date: 03/31/2020
Business unit : 24200
VPA Only : N

Commonwealth of Virginia
Statewide Report for Veteran's Services

Run Date: 04/14/2021
Run Time: 16:22:32

Page 1 of 1

	Percent of Workforce Veterans (%)	Average Current Tenure of Veterans	Percent of Workforce Non-Veterans (%)	Average Current Tenure of Non-Veterans
	5.48%	7.89	0%	9.14
Overall Calculation:	5.48%	7.89	0%	9.14



Transfer Report (RHR447)

REVISED: 09/15/2021

DESCRIPTION:

This report is used to monitor intra-agency and inter-agency transfers.

The end users are Agency HR and DHRM.

NAVIGATION PATH:

Navigator> Workforce Administration > Job Information > Reports > Transfer Report

INPUT / SEARCH CRITERIA:

From Date

To Date

Intra Agency, Inter Agency or Both

OUTPUT FORMAT:

Excel

Screenshot of the Transfer Report Run Control page.

The screenshot shows the "Transfer Report" Run Control page. At the top, there is a dark blue header bar with a "< Process List" button on the left and the title "Transfer Report" on the right. Below the header, the page has a light gray background. On the left, it says "Run Control ID" followed by "Transfer_Report". On the right, there are two links: "Report Manager" and "Process Monitor", followed by a "Run" button. Below this, there is a section titled "Report Request Parameters" in a light gray box. Inside this box, there are two date pickers: "*From Date" and "*To Date". Below the date pickers, there are three radio buttons: "Intra Agency", "Inter Agency", and "Both Intra and Inter Agencies". The "Both Intra and Inter Agencies" option is selected. At the bottom left of the page is a green "Save" button, and at the bottom right is a gray "Add" button.

ADDITIONAL INFORMATION:

From Date and **To Date** fields are required fields.



Screenshot of the Transfer Report

Current Transaction Record													
Empl ID	Empl Name	Empl Rcd	Effective Date	Action	Action Reason	Job Code	Salary	Grade	Lv Svc Date	Business Unit	Business Unit Name	Dept ID	Dept ID Name
		1	2021-02-01	HIR	XCL	19221	2916.666667	4	2011-02-10	21500	University of Mary Washington	203201	Music
		1	2021-02-01	HIR	XNC	95012	1958.333333			85100	Tobacco Rgn Revitalizatn	80100	Tobacco Region Rev
		2	2021-01-04	HIR	XPO	19031	3125	4		70100	Dept of Corr - Central Admin	126	PAYROLL
		1	2021-01-07	TER	XFO	91566	0		2019-11-10	70100	Dept of Corr - Central Admin	125	PROCUREMENT & RISK
		1	2021-01-27	HIR	XNC	91512	70000	6	2020-05-15	71800	Bland Correctional Center	100	BLAND CORRECTIONAL CENTER
		0	2021-01-26	XFR	VDX	COVA99	0			LOCAL	The Local Choice Participants	047001000	Lee County - DSS

Screenshot of the Transfer Report (scrolled right)

Previous Transaction Record													
Empl ID	Empl Name	Empl Rcd	Effective Date	Action	Action Reason	Job Code	Salary	Grade	Lv Svc Date	Business Unit	Business Unit Name	Dept ID	Dept ID Name
		0	2021-02-01	TER	XFO	COVA99	5118.75		2011-02-10	19100	VA Workers' Compensation	12050	Information Systems
		0	2021-01-16	TER	XFO	79152	1455.625	2		50100	VA Dept of Transportation	14067	Sturgeonsville Area Hdqtrs
		1	2021-01-04	TER	XFO	69034	2083.333333	5		99900	Alcoholic Beverage Control	100000	Administration
		0	2021-01-26	TER	XFO	69034	2083.333333	5	2020-05-15	70100	Dept of Corr - Central Admin	059	GENERAL SERVICES
		0	2021-01-25	HIR	NEW	COVA99	0			LOCAL	The Local Choice Participants	047001000	Lee County - DSS



Years of Service Report (RHR475)

REVISED: 09/15/2021

DESCRIPTION:

This report lists workers and their approaching years of service milestones as of the date specified and can serve as a reminder of workers who are eligible for vested benefit plans or service recognition awards.

NAVIGATION PATH:

Navigator > Workforce Administration > Job Information > Reports > Years of Service

INPUT / SEARCH CRITERIA:

As Of Date
Business Unit (Leave Blank for All)
Department (Leave Blank for All)

OUTPUT FORMAT:

Excel

Screenshot of the Years of Service Report Run Control Page

The screenshot shows the 'Years of Service' report run control page. At the top, there is a header bar with a 'Process List' button and the title 'Years of Service'. Below the header, there is a section titled 'Years of Service' with a 'Run Control ID' field set to 'Years_of_Service'. To the right of this field are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. Below this, there is a search area with the title 'Years of Service'. It contains three input fields: '*As Of Date' with a date picker set to '04/14/2021', 'Business Unit (Leave Blank for All)', and 'Department (Leave Blank for All)'. Each of the last two fields has a magnifying glass icon. At the bottom of the page, there are four buttons: 'Save', 'Notify', 'Add', and 'Update/Display'.

ADDITIONAL INFORMATION:

As of Date field is a required field and defaults to current day but can be updated.



Screenshot of the Years of Service Report

Cardinal		Commonwealth of Virginia Years of Service								
Report ID: RHR475										Run Date: 04/28/2021 Run Time: 16:09:23 Page 1 of 1
As of Date : 3/31/2021 Business Unit : Department :										
Business Unit	Department	Employee ID	Employee Name	Leave Service Date	Next Leave Anniversary Date	Employee Status	Anniversary Milestone	Job Code	Grade	Employee Email
VRSRT	99999			1/1/2016	1/1/2026	Active	10	COVA99		HREE3.02HR0122@VRA.
VRSRT	99999			7/25/1987	7/25/2022	Active	35	COVA99		noemail@virginia.gov
VRSRT	99999			2/10/2001	2/10/2026	Active	25	COVA99		noemail@virginia.gov
VRSRT	99999			9/10/1982	9/10/2022	Active	40	COVA99		noemail@virginia.gov
VRSRT	99999			1/25/1992	1/25/2022	Active	30	COVA99		noemail@virginia.gov
VRSRT	99999			5/10/1992	5/10/2022	Active	30	COVA99		noemail@virginia.gov
VRSRT	99999			6/25/1976	6/25/2021	Active	45	COVA99		noemail@virginia.gov
VRSRT	99999			2/10/1986	2/10/2026	Active	40	COVA99		noemail@virginia.gov
VRSRT	99999			7/10/2007	7/10/2022	Active	15	COVA99		noemail@virginia.gov
VRSRT	99999			10/10/1976	10/10/2021	Active	45	COVA99		noemail@virginia.gov



Payroll Queries

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Audit Report for Pay Deduction Query V_PY_PAYSHEET_AUDIT_DED_BEN

REVISED: 09/15/2021

DESCRIPTION:

This query will be used by State Payroll Operations (SPO) and authorized agency staff to audit manually keyed online change to Paysheets for Pay Deductions.

NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V_PY_PAYSHEET_AUDIT_DED_BEN

INPUT / SEARCH CRITERIA:

Company
From Date
To Date

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

From Date and To Date fields are required fields.

Screenshot of the Audit Report for Pay Deduction Query

V_PY_PAYSHEET_AUDIT_DED_BEN - Audit Report for Pay Deduction

Company

From Date

10/01/2019

To Date

12/31/2019

View Results

Download results in :

Excel Spreadsheet

CSV Text File

XML File

(5 kb)

View All

First 1-14 of 14 Last

Row	Company	Pay Group	Pay Period End	Off Cycle	Page	Line Nbr	Addl #	ID	Empl Record	User	Date/Time	Action	Plan Typ	Benefit Plan	Deductn Cd	Dedn Class	One Tm Cd	Rate/Pct	Flat Amt
1	DGS	SM1	12/24/2019	N	48	5	3	00039893700	0	V_PY_SPO_PROCESSOR	09/13/2020 9:49:15PM	Add	00		OPTLIF	A	O	0.000	50.00
2	DGS	SM1	12/24/2019	N	48	5	3	00039893700	0	V_PY_SPO_PROCESSOR	09/13/2020 9:56:59PM	Add	00		DGPRKB	B	R	0.000	20.00
3	DGS	SM1	12/24/2019	N	48	5	0	00039893700	0	V_PY_SPO_PROCESSOR	09/14/2020 11:39:45AM	Add	00		OPTLIF	A	O	0.000	99.99
4	DGS	SM1	12/24/2019	N	48	5	0	00039893700	0	V_PY_SPO_PROCESSOR	09/14/2020 12:01:08PM	Delete	00		OPTLIF	A	O	0.000	99.99
5	DGS	SM1	12/24/2019	N	48	5	3	00039893700	0	V_PY_SPO_PROCESSOR	09/14/2020 12:01:08PM	Delete	00		OPTLIF	A	O	0.000	50.00
6	DGS	SM1	12/24/2019	N	48	5	3	00039893700	0	V_PY_SPO_PROCESSOR	09/14/2020 12:13:44PM	Add	00		OPTLIF	A	O	0.000	50.00
7	DGS	SM1	12/24/2019	N	48	5	4	00039893700	0	V_PY_SPO_PROCESSOR	09/14/2020 1:45:18PM	Add	00		OPTLIF	A	O	0.000	50.00
8	DGS	SM1	12/24/2019	N	48	5	4	00039893700	0	V_PY_SPO_PROCESSOR	09/14/2020 4:44:57PM	Delete	00		OPTLIF	A	O	0.000	50.00
9	DGS	SM1	12/09/2019	N	10	8	0	00900085800	0	V_PY_SPO_PROCESSOR	08/13/2020 10:35:08PM	Add	10	KP	KAISER	B	O	0.000	46.00
10	DOA	SM1	11/24/2019	N	10	3	0	00900026000	0	V_PY_SPO_PROCESSOR	06/29/2020 3:36:21PM	Add	00		OPTLIF	A	O	0.000	50.00
11	DOA	SM1	11/24/2019	N	10	3	0	00900026000	0	V_PY_SPO_PROCESSOR	06/29/2020 3:54:50PM	Add	00		DGPRKA	A	R	0.000	20.00
12	DOA	SM1	11/24/2019	N	18	1	0	00900048200	0	V_PY_SPO_PROCESSOR	06/30/2020 10:55:51AM	Add	00		AGYMSC	A	O	0.000	100.00
13	RBC	SM1	12/25/2019	Y	210	1	0	00900085800	1	V_PY_SPO_PROCESSOR	09/25/2020 9:18:25AM	Add	00		GRNFEE	A	O	0.000	5.00
14	SOV	WK1	11/09/2019	N	1	1	2	00900083400	1	V_PY_SPO_PROCESSOR	08/25/2020 4:30:21PM	Delete	00		CVC	A	A	0.000	200.00



Audit Report for Pay Earnings Query V_PY_PAYSHEET_AUDIT_PAYEARN

REVISED: 09/15/2021

DESCRIPTION:

This query will be used by SPO and authorized agency staff to audit manually keyed online change to Paysheets from Pay Earnings.

NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V_PY_PAYSHEET_AUDIT_PAYEARN

INPUT / SEARCH CRITERIA:

Company
From Date
To Date

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

From Date and To Date fields are required fields.

Screenshot of the Audit Report for Pay Earnings Query

V_PY_PAYSHEET_AUDIT_PAYEARN - Audit Report for Pay Earnings																						
Company <input type="text"/>																						
From Date <input type="text"/>																						
To Date <input type="text"/>																						
View Results																						
Download results in: Excel Spreadsheet CSV Text File XML File (791 kb)																						
View All																						
Row	Company	Pay Group	Pay Period End	Off Cycle	Page	Line Nbr	Addl #	ID	Empl Record	User	Date/Time	Action	OK to Pay	Job Pay	Gross-Up	Reg Hours	Hrly Rate	Reg Earnings	OT Hrs	OT Earnings	Earnings Begin	Earnings End
1	ABC	BW3	12/05/2019	N	120	15	0	00010392500	0	V_PY_SPO_PROCESSOR	10/15/2020 5:45:58PM	Change Old (PPR Only)	N	Y	N	0.00	12.190000	0.00	0.00	0.00	11/29/2019	12/05/2019
2	ABC	BW3	12/05/2019	N	120	15	1	00010392500	0	V_PY_SPO_PROCESSOR	10/15/2020 5:48:35PM	Change Old (PPR Only)	N	Y	N	0.00	12.190000	0.00	0.00	0.00	11/22/2019	11/28/2019
3	ABC	BW3	12/05/2019	N	357	6	0	00015191900	0	V_PY_SPO_PROCESSOR	10/15/2020 5:47:14PM	Change Old (PPR Only)	N	Y	N	0.00	85.000000	0.00	0.00	0.00	11/29/2019	12/05/2019
4	ABC	BW3	12/05/2019	N	357	6	1	00015191900	0	V_PY_SPO_PROCESSOR	10/15/2020 5:47:23PM	Change Old (PPR Only)	N	Y	N	0.00	85.000000	0.00	0.00	0.00	11/22/2019	11/28/2019
5	ABC	BW3	12/05/2019	N	357	7	0	00015191900	1	V_PY_SPO_PROCESSOR	10/15/2020 5:47:33PM	Change Old (PPR Only)	N	Y	N	0.00	10.200000	0.00	0.00	0.00	11/29/2019	12/05/2019
6	ABC	SM1	12/24/2019	N	11	3	0	00126064900	0	V_PY_SPO_PROCESSOR	08/27/2020 11:02:04AM	Change Old (PPR Only)	Y	Y	N	0.00	29.176923	689.64	0.00	0.00	12/20/2019	12/24/2019
7	ABC	SM1	12/24/2019	N	11	3	1	00126064900	0	V_PY_SPO_PROCESSOR	08/27/2020 11:02:04AM	Change Old (PPR Only)	Y	Y	N	0.00	29.176923	1149.40	0.00	0.00	12/13/2019	12/19/2019
8	ABC	SM1	12/24/2019	N	11	3	2	00126064900	0	V_PY_SPO_PROCESSOR	08/27/2020 11:02:04AM	Change Old (PPR Only)	Y	Y	N	0.00	29.176923	689.63	0.00	0.00	12/10/2019	12/12/2019
9	ABC	SM1	12/09/2019	N	63	1	0	00389649300	0	V_PY_SPO_PROCESSOR	08/21/2020 12:05:09PM	Change Old (PPR Only)	Y	Y	N	0.00	21.783173	0.00	0.00	0.00	12/06/2019	12/09/2019
10	ABC	SM1	12/09/2019	N	63	1	1	00389649300	0	V_PY_SPO_PROCESSOR	08/21/2020 12:05:09PM	Change Old (PPR Only)	Y	Y	N	0.00	21.783173	0.00	0.00	0.00	11/29/2019	12/05/2019
11	ABC	SM1	12/09/2019	N	63	1	2	00389649300	0	V_PY_SPO_PROCESSOR	08/21/2020 12:05:09PM	Change Old (PPR Only)	Y	Y	N	0.00	21.783173	0.00	0.00	0.00	11/25/2019	11/28/2019
12	ABC	SM1	12/24/2019	N	62	1	0	00389649300	0	V_PY_SPO_PROCESSOR	09/16/2020 11:21:02AM	Change Old (PPR Only)	Y	Y	N	0.00	21.783173	0.00	0.00	0.00	12/20/2019	12/24/2019
13	ABC	SM1	12/24/2019	N	62	1	1	00389649300	0	V_PY_SPO_PROCESSOR	09/16/2020 11:21:02AM	Change Old (PPR Only)	Y	Y	N	0.00	21.783173	0.00	0.00	0.00	12/13/2019	12/19/2019
14	ABC	SM1	12/24/2019	N	62	1	2	00389649300	0	V_PY_SPO_PROCESSOR	09/16/2020 11:21:02AM	Change Old (PPR Only)	Y	Y	N	0.00	21.783173	0.00	0.00	0.00	12/10/2019	12/12/2019



Audit Report for Pay Garnishment Query V_PY_PAYSHEET_AUDIT_PAYGARN

REVISED: 09/15/2021

DESCRIPTION:

This query will be used by SPO and authorized agency staff to audit manually keyed online change to Paysheets from Pay Garnishments.

NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V_PY_PAYSHEET_AUDIT_PAYGARN

INPUT / SEARCH CRITERIA:

Company
From Date
To Date

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

From Date and To Date fields are required fields.

Screenshot of the Audit Report of Pay Garnishment Query

V_PY_PAYSHEET_AUDIT_PAYGARN - Audit Report for Pay Garnish

CompanyDOAQ

From Date10/01/2019

To Date08/31/2021

View Results

Download results in : Excel Spreadsheet CSV Text File XML File (1 kb)

View All

First 1-4 of 4 Last

Row	Company	Pay Group	Pay Period End	Off Cycle	Page	Line Nbr	Addl #	ID	Empl Record	User	Date/Time	Action	Garn ID	Flat Amt	Onetime Cd	Priority	Ded Calc
1	DOA	SM1	03/24/2020	N	8	11	0		0		11/15/2020 2:47:10PM	Add	0916B	200.00	R	1	P
2	DOA	SM1	03/24/2020	N	8	11	0		0		11/18/2020 1:51:36PM	Change - Old Values	0916B	200.00	R	1	P
3	DOA	SM1	03/24/2020	N	8	11	0		0		11/18/2020 1:51:36PM	Change - New Values	0916B1	200.00	R	1	P
4	DOA	SM1	06/09/2020	N	10	13	0		0		02/14/2021 11:49:57AM	Add	SITCM4	9.99	R	0	P



Audit Report for Pay Other Earnings Query V_PY_PAYSHEET_AUDIT_PAYOTHR

REVISED: 09/15/2021

DESCRIPTION:

This query will be used by SPO and authorized agency staff to audit manually keyed online change to Paysheets from Pay Other Earnings.

NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V_PY_PAYSHEET_AUDIT_PAYOTHR

INPUT / SEARCH CRITERIA:

Company
From Date
To Date

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

From Date and To Date fields are required fields.

Screenshot of the Audit Report for Pay Other Earnings Query

V_PY_PAYSHEET_AUDIT_PAYOTHR - Audit Report for Pay Oth Erns																		
Company <input type="text"/>																		
From Date 10/01/2019 To																		
To Date 12/31/2019 To																		
View Results																		
Download results in: Excel Spreadsheet CSV Text File XML File (122 kb)																		
View All																		
Row	Company	Pay Group	Pay Period End	Off Cycle	Page	Line Nbr	Addl #	ID	Empl Record	User	Date/Time	Action	Earn Code	Add Gross	Oth Hrs	Oth Earns	Oth Py	Sep Check Nbr
1	ABC	BW3	12/19/2019	N	1	23	6	00900021100	0		11/04/2020 5:00:27PM	Add	RGH		40.00	0.00	0.00	0 N
2	ABC	BW3	12/05/2019	N	1	18	0	00900020400	0	V_PY_SPO_PROCESSOR	10/15/2020 3:13:16PM	Add	RGH		40.00	0.00	0.00	0 N
3	ABC	BW3	12/05/2019	N	1	18	1	00900020400	0	V_PY_SPO_PROCESSOR	10/15/2020 3:13:16PM	Add	RGH		40.00	0.00	0.00	0 N
4	ABC	BW3	12/05/2019	N	1	17	0	00900020200	0	V_PY_SPO_PROCESSOR	10/15/2020 3:12:22PM	Add	RGH		40.00	0.00	0.00	0 N
5	ABC	BW3	12/05/2019	N	1	17	1	00900020200	0	V_PY_SPO_PROCESSOR	10/15/2020 3:12:22PM	Add	RGH		40.00	0.00	0.00	0 N
6	ABC	BW3	12/05/2019	N	1	13	0	00900020000	0	V_PY_SPO_PROCESSOR	10/15/2020 3:10:14PM	Add	RGH		40.00	0.00	0.00	0 N
7	ABC	BW3	12/05/2019	N	1	13	1	00900020000	0	V_PY_SPO_PROCESSOR	10/15/2020 3:10:14PM	Add	RGH		40.00	0.00	0.00	0 N
8	ABC	BW3	12/05/2019	N	1	14	0	00900019900	0	V_PY_SPO_PROCESSOR	10/15/2020 3:11:09PM	Add	RGH		40.00	0.00	0.00	0 N
9	ABC	BW3	12/05/2019	N	1	14	1	00900019900	0	V_PY_SPO_PROCESSOR	10/15/2020 3:11:09PM	Add	RGH		40.00	0.00	0.00	0 N
10	ABC	SM1	12/24/2019	N	11	2	0	00747151800	0	V_PY_SPO_PROCESSOR	08/27/2020 11:02:04AM	Change Old (PPR Only)	DHL	N	8.00	0.00	0.00	0 Y
11	ABC	SM1	12/24/2019	N	11	2	0	00747151800	0	V_PY_SPO_PROCESSOR	08/27/2020 11:02:04AM	Change Old (PPR Only)	VRS	N	0.00	502.08	502.08	0 Y
12	ABC	SM1	12/24/2019	N	11	2	1	00747151800	0	V_PY_SPO_PROCESSOR	08/27/2020 11:02:04AM	Change Old (PPR Only)	VRS	N	0.00	836.80	836.80	0 Y
13	ABC	SM1	12/24/2019	N	11	2	2	00747151800	0	V_PY_SPO_PROCESSOR	08/27/2020 11:02:04AM	Change Old (PPR Only)	VRS	N	0.00	502.08	502.08	0 Y



Audit Report for Pay Tax Query V_PY_PAYSHEET_AUDIT_PAYTAX

REVISED: 09/15/2021

DESCRIPTION:

This query will be used by SPO and authorized agency staff to audit manually keyed online change to Paysheets from Pay Tax.

NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V_PY_PAYSHEET_AUDIT_PAYTAX

INPUT / SEARCH CRITERIA:

Company
From Date
To Date

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

From Date and To Date fields are required fields.

Screenshot of the Audit Report for Pay Tax Query

V_PY_PAYSHEET_AUDIT_PAYTAX - Audit Report for Pay Tax

Company

From Date

10/01/2019

To Date

12/31/2019

View Results

Download results in :

Excel Spreadsheet

CSV Text File

XML File

(7 kb)

View All

First 1-21 of 21 Last

Row	Company	Pay Group	Pay Period End	Off Cycle	Page	Line Nbr	Add #	ID	Empl Record	User	Date/Time	Action	State	Locality	Tax Class	Overtime Tx	Sep Check Nbr	One Tm Cd
1	DGS	BW1	12/12/2019	Y	200	1	0	00900086100	0	V_PY_SPO_PROCESSOR	09/23/2020 1:48:26PM	Add	SU	F		40.92	0	O
2	DGS	BW1	12/12/2019	Y	200	1	0	00900086100	0	V_PY_SPO_PROCESSOR	09/23/2020 1:48:26PM	Add	SU	Q		40.92	0	O
3	DGS	BW1	12/12/2019	Y	200	1	0	00900086100	0	V_PY_SPO_PROCESSOR	09/23/2020 1:48:26PM	Add	SU	D		174.96	0	O
4	DGS	BW1	12/12/2019	Y	200	1	0	00900086100	0	V_PY_SPO_PROCESSOR	09/23/2020 1:48:26PM	Add	SU	E		174.96	0	O
5	DGS	BW1	12/12/2019	Y	200	1	0	00900086100	0	V_PY_SPO_PROCESSOR	09/23/2020 1:48:26PM	Add	SU	H		519.49	0	O
6	DGS	BW1	12/12/2019	Y	200	1	0	00900086100	0	V_PY_SPO_PROCESSOR	09/23/2020 1:48:26PM	Add	VA	H		145.73	0	O
7	DGS	SM1	12/24/2019	N	48	5	3	00039893700	0	V_PY_SPO_PROCESSOR	09/13/2020 10:21:22PM	Add	VA	H		100.00	0	A
8	DGS	SM1	12/24/2019	N	48	5	3	00039893700	0	V_PY_SPO_PROCESSOR	09/14/2020 1:13:52PM	Delete	VA	H		100.00	0	A
9	DGS	SM1	12/24/2019	N	48	5	4	00039893700	0	V_PY_SPO_PROCESSOR	09/14/2020 5:31:18PM	Add	VA	H		100.00	0	A
10	DOA	SM1	11/24/2019	N	10	3	0	00900026000	0	V_PY_SPO_PROCESSOR	06/29/2020 3:54:50PM	Add	VA	H		100.00	0	A
11	DOA	SM1	11/24/2019	N	10	3	0	00900026000	0	V_PY_SPO_PROCESSOR	06/30/2020 10:39:12AM	Change Old (PPR Only)	VA	H		100.00	0	A
12	GOV	SM1	12/28/2019	Y	1	15	0	00735749700	0	V_PY_SPO_OPERATIONS	06/02/2021 8:56:46AM	Add	SU	D		5.15	0	O
13	GOV	SM1	12/28/2019	Y	1	15	0	00735749700	0	V_PY_SPO_OPERATIONS	06/02/2021 8:56:46AM	Add	SU	H		5.15	0	R
14	GOV	SM1	12/28/2019	Y	1	9	0	00667003900	0	V_PY_SPO_OPERATIONS	06/02/2021 8:44:54AM	Add	SU	D		0.38	0	O
15	GOV	SM1	12/28/2019	Y	1	9	0	00667003900	0	V_PY_SPO_OPERATIONS	06/02/2021 8:44:54AM	Add	SU	H		0.38	0	R
16	HRM	SM1	12/28/2019	Y	1	1	0	00264220700	0	V_PY_SPO_OPERATIONS	06/01/2021 5:58:35PM	Add	SU	D		66.08	0	O
17	HRM	SM1	12/28/2019	Y	1	1	0	00264220700	0	V_PY_SPO_OPERATIONS	06/01/2021 5:58:35PM	Add	SU	H		66.08	0	R
18	OAG	SM1	12/28/2019	Y	1	2	0	00740999000	0	V_PY_SPO_OPERATIONS	06/01/2021 5:16:29PM	Add	SU	D		4.75	0	O
19	OAG	SM1	12/28/2019	Y	1	2	0	00740999000	0	V_PY_SPO_OPERATIONS	06/01/2021 5:16:29PM	Add	SU	H		4.75	0	R
20	OAG	SM1	12/28/2019	Y	1	1	0	00740987400	0	V_PY_SPO_OPERATIONS	06/01/2021 4:47:14PM	Add	SU	D		0.06	0	O
21	OAG	SM1	12/28/2019	Y	1	1	0	00740987400	0	V_PY_SPO_OPERATIONS	06/01/2021 4:47:14PM	Add	SU	H		0.06	0	R



Child Support Garnishment without Administrative Fee V_PY_CHILD SUPT_NO ADMIN_FEES

REVISED: 09/15/2021

DESCRIPTION:

This query lists all employees having active Child Support deductions with no Administrative Fee established on Garnishment Specification page.

NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V_PY_CHILD SUPT_NO ADMIN_FEES

INPUT / SEARCH CRITERIA:

Company

OUTPUT FORMAT:

HTML

Excel

ADDITIONAL INFORMATION:

This query has no required fields.

Screenshot of the Child Support Garnishment without Administrative Fee Query

V_PY_CHILD_SUPT_NO_ADMIN_FEES - Child Support Garn & No Adm Fee						
Company (Blank for All) <input type="text"/>						
View Results						
Download results in : Excel Spreadsheet CSV Text File XML File (1 kb)						
View All						
First 1-10 of 10 Last						
Row	Company	Employee Name	Employee ID	Garnishment ID	Garnishment Status	Garnish Flat Deduction Amount
1	BCC			01	R	0.00
2	CNU			021618	R	0.00
3	CNU			021618	R	0.00
4	CNU			021618	R	0.00
5	DGS			3	R	800.00
6	DGS			000001	R	0.00
7	DOA			SITCM2	R	0.00
8	DOA			0916A	A	500.00
9	MME			021618	R	0.00
10	VSU			0916F	A	600.00



Direct Deposit to Goal Query V_PY_DIR_DEP_GOAL

REVISED: 09/15/2021

DESCRIPTION:

A query by agency of Virginia Credit Union (VACU) direct deposits from Pay Distribution against the goal balance for that employee (using account/routing number).

NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V_PY_DIR_DEP_GOAL

INPUT / SEARCH CRITERIA:

Company
As Of Date

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

As Of Date field is a required field.

Screenshot of the Direct Deposit to Goal Query

V_PY_DIR_DEP_GOAL - VSELP Dir Dep to Goal Qry						
Company <input type="text"/>						
As Of Date 12/31/2019 <input type="text"/>						
View Results						
Download results in : Excel Spreadsheet CSV Text File XML File (74 kb)						
View All First 1-100 of 449 Last						
Row	Company	Employee ID Number	Direct Deposit Effdt	Deposit Amount	Amount Deposited To Date	Goal Amount
1	ABC	00015191900	11/25/2019		150.00	1200.00
2	ABC	00183887800	11/25/2019		46.00	322.00
3	ABC	00211936500	11/25/2019		46.00	0.00
4	ABC	00213036100	11/25/2019		150.00	1200.00
5	ABC	00284296800	11/25/2019		150.00	1200.00
6	ABC	00315401400	11/25/2019		46.00	92.00
7	ABC	00356066100	11/25/2019		150.00	1200.00
8	ABC	00390005800	11/25/2019		46.00	184.00
9	ABC	00400617300	11/25/2019		46.00	368.00
10	ABC	00419673900	11/25/2019		46.00	184.00
11	ABC	00448882900	11/25/2019		46.00	552.00
12	ABC	00469075800	11/25/2019		46.00	276.00
13	ABC	00477416400	11/25/2019		46.00	460.00
14	ABC	00482015000	11/25/2019		46.00	552.00
15	ABC	00520829400	11/25/2019		46.00	184.00
16	ABC	00570784500	11/25/2019		46.00	552.00
17	ABC	00617028600	11/25/2019		46.00	92.00
18	ABC	00617546600	11/25/2019		46.00	368.00
19	ABC	00631881200	11/25/2019		46.00	460.00
20	ABC	00635266200	11/25/2019		46.00	184.00
21	ABC	00674594500	11/25/2019		46.00	184.00



Employees Not FUT Exempt Query V_PY_UNEMPLOYMENT_TAX

REVISED: 09/15/2021

DESCRIPTION:

This query identifies employees that are not exempt from Federal Unemployment Tax (FUT) and are exempt from State Unemployment Tax (SUT). If employees do show up on this report, then a payroll administrator must correct the employee's tax data.

Employees for Whom:

"Exempt from FUT" is not checked on the Federal Tax Data page.

"Exempt from SUT" is checked on the State Tax Data page.

NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V_PY_UNEMPLOYMENT_TAX

INPUT / SEARCH CRITERIA:

Business Unit

OUTPUT FORMAT:

HTML

Excel

ADDITIONAL INFORMATION:

This query has no required fields.

Screenshot of the Employees Not FUT Exempt Query

V_PY_UNEMPLOYMENT_TAX - Employees Not FUT Exempt Query											
Business Unit <input type="text"/>											
View Results											
Download results in : Excel Spreadsheet CSV Text File XML File (392 kb)											
View All											
First 1-100 of 396 Last											
Row	Agency	Agency Description	Employee ID	Employee Name	Employee Status	Department ID	Hire Date	Termination Date	FUT Exempt	SUT Exempt	SUT State
1	10100	House of Delegates			A	2207	11/10/2019		N	N	VA
2	10100	House of Delegates			A	2207	11/10/2019		N	N	VA
3	10300	Magistrate System			A	10000	10/10/2008		N	N	VA
4	10300	Magistrate System			A	10000	01/25/2014		Y	Y	VA
5	10300	Magistrate System			A	10000	10/01/2012		Y	Y	VA
6	10300	Magistrate System			A	10000	06/10/2018		Y	Y	VA
7	10300	Magistrate System			A	10000	07/10/2016		Y	Y	VA
8	10300	Magistrate System			A	10000	11/25/2014		Y	Y	VA
9	10300	Magistrate System			A	10000	12/19/2011		Y	Y	VA
10	10300	Magistrate System			A	10000	09/10/2019		Y	Y	VA
11	10300	Magistrate System			A	10000	03/25/2014		Y	Y	VA
12	10300	Magistrate System			A	10000	06/25/2019		Y	Y	VA
13	10300	Magistrate System			A	10000	04/18/2005		Y	Y	VA
14	10300	Magistrate System			A	10000	06/10/2019		Y	Y	VA
15	10300	Magistrate System			A	10000	09/01/1993		Y	Y	VA
16	10300	Magistrate System			A	10000	03/25/2019		Y	Y	VA
17	10300	Magistrate System			A	10000	12/25/2017		Y	Y	VA
18	10300	Magistrate System			A	10000	06/25/2016		Y	Y	VA
19	10300	Magistrate System			A	10000	03/10/2019		Y	Y	VA
20	10300	Magistrate System			A	10000	12/01/1995		Y	Y	VA
21	10300	Magistrate System			A	10000	07/01/2019		Y	Y	VA
22	10300	Magistrate System			A	10000	11/25/2014		Y	Y	VA
23	10300	Magistrate System			A	10000	07/10/2016		Y	Y	VA
24	10300	Magistrate System			A	10000	11/08/2005		Y	Y	VA
25	10300	Magistrate System			A	10000	09/01/1991		Y	Y	VA
26	10300	Magistrate System			A	10000	03/01/2005		Y	Y	VA



Employees with FICA Exempt Query (PY232) V_PY_EE_FICA_TAX_EXEMPT

REVISED: 09/15/2021

DESCRIPTION:

This query identifies all the employees by Company with a Federal Insurance Contributions Act (FICA) status that is set to "Exempt".

NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V_PY_EE_FICA_TAX_EXEMPT

INPUT / SEARCH CRITERIA:

Company

OUTPUT FORMAT:

HTML

Excel

ADDITIONAL INFORMATION:

This query has no required fields.

Screenshot of the Employees with FICA Exempt Query

V_PY_EE_FICA_TAX_EXEMPT - Empl with FICA Exempt PY232								
Company <input type="text"/> <input type="button" value="Q"/>								
<input type="button" value="View Results"/>								
Download results in : Excel Spreadsheet CSV Text File XML File (12 kb)								
View All								
First 1-65 of 65 Last								
Row	Company	Dept ID	Employee ID	Employee Record	Employee Name	Pay Group	FICA Status	Last Check Date
1	A01	047001000		0		MNP	E	
2	A01	047001000		0		MNP	E	
3	A02	047002000		0		MNP	E	
4	A07	047009000		1		MNP	E	
5	A21	047023000		0		MNP	E	
6	A43	047056002		0		MNP	E	
7	B20	047169001		0		MNP	E	
8	B20	047169001		0		MNP	E	
9	B51	047212007		0		MNP	E	
10	B51	047212007		0		MNP	E	
11	B51	047212007		0		MNP	E	
12	B51	047212007		0		MNP	E	
13	BCC	100		1		SM1	E	07/16/2020
14	D30	047409000		0		MNP	E	
15	D30	047409000		0		MNP	E	
16	D30	047409000		1		MNP	E	
17	D30	047409000		0		MNP	E	
18	DEM	97110000		0		BW3	E	
19	DEM	97110000		0		BW3	E	
20	DOA	95900		1		SM1	E	07/31/2020
21	DOC	125		0		SM1	E	07/16/2020
22	DOC	125		0		SM1	E	07/16/2020
23	DOC	99999		0		SM1	E	07/31/2020
24	DOC	459		0		SM1	E	07/16/2020
25	DOC	125		0		SM1	E	07/16/2020
26	E15	048047000		1		MNP	E	
27	E15	048047000		1		MNP	E	



Employees with Multiple Open Payrolls Query V_PY_UNCHECK_OK_TO_PAY

REVISED: 09/15/2021

DESCRIPTION:

This query shows employees with multiple jobs in concurrent pay runs where the 'OK to Pay' has been unchecked on one pay run to prevent errors while confirming the second pay run.

NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V_PY_UNCHECK_OK_TO_PAY

INPUT / SEARCH CRITERIA:

OUTPUT FORMAT:

HTML

Excel

ADDITIONAL INFORMATION:

There are no required fields.

Screenshot of the Employees with multiple Open Payrolls Query

V_PY_UNCHECK_OK_TO_PAY-EE with multiple Open Payrolls										
No matching values were found.										
Row	Check Date	Pay Period End Date	Company	Pay Group	Empl ID	Employee Name	Employee Record	Employee Gross Earnings	Employee Hours	



Employees with Negative Balances Query (PY499) V_PY_NEGATIVE_BAL

REVISED: 09/15/2021

DESCRIPTION:

This query can be run ad-hoc by authorized agency and SPO users that will display employees that have negative Calendar year (CY) balances for earnings or deductions.

NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V_PY_NEGATIVE_BAL

INPUT / SEARCH CRITERIA:

Company
Calendar Year

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

Calendar Year field is a required field.

Screenshot of the Employees with Negative Balances Query

V_PY_NEGATIVE_BAL - WU499-Negative Balances

Company

Calendar Year

2020

View Results

Download results in :

Excel Spreadsheet

CSV Text File

XML File

(11 kb)

View All

First 1-47 of 47

Last

Row	Company	Employee ID	Empl Record	Name	Balance Type	Earn/Ded Code	Plan Type	Hours YTD	Amount YTD	Balance Period	Ded Class
1	ABC		0		Earning	COR		-40.00	-1521.60	1	
2	ABC		0		Earning	OSH		-40.00	-1521.60	1	
3	ABC		0		Earning	OTE		-40.00	-1521.60	1	
4	ABC		0		Earning	OVT		-14.00	-894.48	1	
5	ABC		0		Earning	OSH		-80.00	-3039.60	1	
6	ABC		0		Earning	OVT		-54.00	-2415.98	1	
7	ABC		0		Earning	OTH		-60.00	-4170.00	1	
8	ABC		0		Earning	OVT		-60.00	-4170.00	1	
9	ABC		0		Earning	OSH		-18.00	-1080.00	1	
10	ABC		0		Earning	OTH		-18.00	-1620.00	1	
11	ABC		0		Earning	OVT		-36.00	-2700.00	1	
12	ABC		0		Earning	OTH		-8.00	-720.00	1	
13	ABC		0		Earning	OVT		-8.00	-720.00	1	
14	ABC		0		Earning	OTE		0.00	-3125.01	4	
15	ABC		0		Earning	RTR		0.00	-4124.01	4	
16	ACS		0		Earning	HOL		-8.00	-135.68	1	
17	BCC		0		Deduction	FLX	60	0.00	-2130.00	1 B	
18	CNU		0		Earning	SCK		-8.00	-105.41	1	
19	CNU		0		Earning	SCK		-8.00	-427.24	1	
20	CNU		0		Earning	SCK		-8.00	-446.89	1	
21	CNU		0		Earning	HOL		-8.00	-96.84	1	



Employees with No Net Balance DD Query V_PY_EMPL_NO_NET_DD

REVISED: 09/15/2021

DESCRIPTION:

This query identifies employees that have a fixed direct deposit (DD) amount and the balance is set to a check.

NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V_PY_EMPL_NO_NET_DD

INPUT / SEARCH CRITERIA:

Company

OUTPUT FORMAT:

HTML

Excel

ADDITIONAL INFORMATION:

This query has no required fields.

Screenshot of the Employees with No Net Balance DD Query

V_PY_EMPL_NO_NET_DD - EE with No Net Balance DD						
Company <input type="text"/>						
View Results						
Download results in : Excel Spreadsheet CSV Text File XML File (1 kb)						
View All First 1-11 of 11 Last						
Row	Company	Employee Name	Employee ID	Employee Type	Paygroup	Last Date Paid
1	DGS			S	SM1	07/16/2020
2	DGS			S	SM1	07/16/2020
3	DGS			S	SM1	07/16/2020
4	DOA			S	SM1	07/31/2020
5	DOA			S	SM1	07/31/2020
6	DOC			S	SM1	07/16/2020
7	DOC			S	SM1	07/16/2020
8	NSU			S	SM2	04/30/2020
9	SOV			S	SM2	04/30/2020
10	VSU			S	SM1	07/01/2020
11	VSU			S	SM2	04/30/2020



Employees with State and Federal Tax Status Query V_EE_INCOME_TAX_EXEMPT

REVISED: 09/15/2021

DESCRIPTION:

This query identifies employees for whom State Income Tax (SIT) and Federal Income Tax (FIT) status are set to "do not calculate wages and do not take taxes".

NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V_EE_INCOME_TAX_EXEMPT

INPUT / SEARCH CRITERIA:

Company

OUTPUT FORMAT:

HTML

Excel

ADDITIONAL INFORMATION:

Company field is a required field.

Screenshot of the Employees with State and Federal Tax Status Query

V_EE_INCOME_TAX_EXEMPT - Emp with State and Fed tax sta										
COMPANY <input type="text" value="ABC"/> <input type="button" value="Q"/>										
<input type="button" value="View Results"/>										
Download results in : Excel Spreadsheet CSV Text File XML File (39 kb)										
View All First 1-76 of 76 Last										
Row	State	Company	Department ID	Employee ID	Employee Record	Employee Name	Paygroup	SIT Status	FIT Status	Pay Check Issue Date
1	VA	ABC	226190		0		BW3	G	N	
2	VA	ABC	226242		1		BW3	N	G	
3	VA	ABC	226146		0		BW3	G	N	
4	VA	ABC	226323		0		BW3	N	G	
5	VA	ABC	226310		0		BW3	G	N	
6	VA	ABC	410811		0		BW3	G	G	
7	VA	ABC	226307		0		BW3	G	N	
8	VA	ABC	226114		0		BW3	G	N	



Fiscal Year-to-Date Cost Report for Optional Retirement Plans Query V_PY_YTD_COST_ORPS

REVISED: 09/15/2021

DESCRIPTION:

This query reports company Fiscal Year total employee contributions and Fiscal Year total employer contributions to Optional Retirement Plans and the VRS Hybrid Plan during the fiscal year.

NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V_PY_YTD_COST_ORPS

INPUT / SEARCH CRITERIA:

Plan Year

OUTPUT FORMAT:

HTML

Excel

ADDITIONAL INFORMATION:

Plan Year field is a required field. The CSV output can be opened in Excel.

Screenshot of the Fiscal Year-to-Date Cost Report for Optional Retirement Plans Query

V_PY_YTD_COST_ORPS - Fiscal YTD Cost Report ORP					
Plan Year <input type="text" value="2020"/>					
View Results					
Download results in : Excel Spreadsheet CSV Text File XML File (1 kb)					
View All First 1-9 of 9 Last					
Row	COMPANY	EE PEN COST	ER PEN COST	TOTAL WAGES	
1	ABC	615.44	1046.22	78092350.50	
2	CNU	54050.23	193569.44	2587763.56	
3	DGS	1025.15	1742.75	18442353.11	
4	MFA	1152.53	4082.22	6408716.25	
5	MME	454.55	772.72	553421.95	
6	NSU	138638.68	507008.44	20244709.28	
7	RBC	22361.22	86572.92	3332131.28	
8	UMW	131241.87	559014.31	16968637.77	
9	VSU	39926.36	223582.88	15574453.47	



Payroll Calendar Status Query V_PY_CALENDAR

REVISED: 09/15/2021

DESCRIPTION:

This query prompts for a Pay Run ID and then displays the status of the payroll run. The query shows all the agencies (company) and what processes have run along with the number of checks. This query helps confirm that processes completed successfully for all agencies.

SPO will use this query to confirm successful completion of each step prior to running the next step in the process. Before moving on to the next step all companies should have confirmed = 'Y'.

NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V_PY_CALENDAR

INPUT / SEARCH CRITERIA:

Pay Run ID

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

Pay Run ID field is a required field.

Screenshot of the Payroll Calendar Status Query

V_PY_CALENDAR - Payroll Calendar Status											
Current Pay Run ID <input type="text" value="BW042019"/>											
View Results											
Download results in : Excel Spreadsheet CSV Text File XML File (1 kb)											
View All											
First 1-1 of 1 Last											
Row	Co	Group	Pay Period End	Pay Run ID	Sheets Run	Prelim Calc Run	Final Calc Run	Confirm Run	Distribution Run	GL Run	# of Checks
1	DOT	BWH	02/03/2019	BW042019	Y	Y	Y	N	N	N	0



Payroll Error Messages Query V_PY_MESSAGES

REVISED: 09/15/2021

DESCRIPTION:

This query provides a list of the system error messages generated during the Payroll process. Use this query to analyze and resolve payroll problems before the Pay Confirmation process.

Payroll Error Messages – All is used by SPO only.

NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V_PY_MESSAGES

INPUT / SEARCH CRITERIA:

Pay Run ID

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

Pay Run ID field is a required field.

Screenshot of the Payroll Error Messages Query

V_PY_MESSAGES - Payroll Error Messages													
Pay Run ID PSEDEMOSM / Q													
Company													
View Results													
Download results in: Excel Spreadsheet CSV Text File XML File (3 kb)													
View All													
Row	Msg ID	Company	Paygroup	Pay Period End	Off Cycle	Page	Line Nbr	Empl ID	Empl Record	Msg Data	Msg Data	Msg Data	Descr
1	000017	DEM	SM1	05/09/2020	N	3	20		0				Federal Tax Data Not Found
2	000018	DEM	SM1	05/09/2020	N	3	20		0 **				State Tax Data Not Found
3	000019	DEM	SM1	05/09/2020	N	3	20		0 00900079900				No UI Jurisdiction
4	000010	DEM	SM1	05/09/2020	N	37	1		0 00		0	A	Invalid One-Time Deduction
5	000010	DEM	SM1	05/09/2020	N	37	1		0 10		DUEAGY	B	Invalid One-Time Deduction
6	000025	DEM	SM1	05/09/2020	N	37	1		0 DUEAGY				General Deduction Not Found
7	000018	DOA	SM1	05/09/2020	N	8	2		0 AL				State Tax Data Not Found
8	000059	DOA	SM1	05/09/2020	N	9	18		0 PSEDEMOSM				Cannot Calculate for Employee



Paysheets to add for SPOT Query

V_PY_PAYSHEETS_TO_ADD_SPOT

REVISED: 09/15/2021

DESCRIPTION:

This query will identify Single Use Payroll Online Transactions (SPOT) transactions for employees terminated or transferred with SPOT transactions that still need to load to payroll. This query shows all the paysheet transactions not loaded to payroll within 45 days of the pay period end date for employees in those company/paygroups who do not have a paysheet.

SPO and agencies use this query to see what SPOT transaction have not currently been loaded to payroll.

NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V_PY_PAYSHEETS_TO_ADD_SPOT

INPUT / SEARCH CRITERIA:

Pay Run ID

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

Pay Run ID field is a required field.

Screenshot of the Paysheets to add for SPOT Query

V_PY_PAYSHEETS_TO_ADD_SPOT - Paysheets to add for SPOT													
Pay Run ID BW1010420 <input type="text"/>													
<input type="button" value="View Results"/>													
Download results in : Excel Spreadsheet CSV Text File XML File (1 kb)													
View All First 1-2 of 2 Last													
Row	Company	Paygroup	Current Company	Current Paygroup	Pay Status	ID	Empl Record	Name	Earn Code	Oth Hrs	Deductn Cd	Dedn Class	Amount
1	CNU	BW1	CNU	BW1	Active	00900164500	0		BON	0.00			10.00
2	SCC	BW1	SCC	BW1	Active	00715491400	0		AGY	0.00			10.00



Paysheets to add for TL Query V_PY_PAYSHEETS_TO_ADD_TL

REVISED: 09/15/2021

DESCRIPTION:

This query shows all the time rejected by payroll within 30 days of the pay period end date for employees in those companies who do not have a paysheet with pending Time and Labor (TL) transactions.

NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V_PY_PAYSHEETS_TO_ADD_TL

INPUT / SEARCH CRITERIA:

Pay Run ID

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

Pay Run ID field is a required field.

Screenshot of the Paysheets to add for TL Query

V_PY_PAYSHEETS_TO_ADD_TL - Paysheets to add for TL

Pay Run ID

[View Results](#)

Row	Company	Current Company	Current Paygroup	Pay Status	ID	Empl Record	Name	Rpt Dt	TRC	Quantity
-----	---------	-----------------	------------------	------------	----	-------------	------	--------	-----	----------



Paysheets without Paychecks Query V_PY_MISSING_PAYCHECKS

REVISED: 09/15/2021

DESCRIPTION:

This query shows all paysheets that do not have associated paychecks. Shows if no time or earnings were loaded to the paysheet or if there was a payroll error.

NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V_PY_MISSING_PAYCHECKS

INPUT / SEARCH CRITERIA:

Pay Run ID

OUTPUT FORMAT:

HTML

Excel

ADDITIONAL INFORMATION:

Pay Run ID field is a required field.

Screenshot of the Paysheets without Paychecks Query

V_PY_MISSING_PAYCHECKS - Paysheets without Paychecks									
Pay Run ID <input type="text" value="PSBDEMOSM"/>									
View Results									
Download results in : Excel Spreadsheet CSV Text File XML File (1 kb)									
View All First 1-8 of 8 Last									
Row	Company	Pay Group	Pay Period End	ID	Empl Record	Name	Hours/Earnings Loaded?	Payroll Errors?	
1	DEM	NS1	08/09/2020		0		N	N	
2	DEM	NS1	08/09/2020		0		Y	N	
3	DEM	SM1	08/09/2020		0		Y	N	
4	DEM	SM1	08/09/2020		0		Y	Y	
5	DOA	NS1	08/09/2020		0		N	N	
6	DOA	SM1	08/09/2020		0		Y	N	
7	DOA	SM1	08/09/2020		0		Y	Y	
8	DOA	SM1	08/09/2020		0		Y	Y	



Reset VA-4 Exempt Employees Query V_PY_RESET_VA4_EXEMPT

REVISED: 09/15/2021

DESCRIPTION:

This regulatory query Identifies employees claiming a full exemption from Virginia Income tax withholding which has expired or which is about to expire at the end of the current year.

This query will enable agency payroll processors to notify affected employees of the expiration and the need to submit a new form. This query does not reset the tax records as that is done manually by the Payroll office.

NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V_PY_Reset_VA4_Exempt

INPUT / SEARCH CRITERIA:

Expiration Date
Company

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

Expiration Date field is a required field.

Screenshot of the Reset VA-4 Exempt Employees Query

V_PY_RESET_VA4_EXEMPT - Reset VA-4 Exempt Employees

Expiration Date: 11/23/2020

Company:

[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (485 kb)

[View All](#) First 1-100 of 2961 Last

Row	Company	Empl ID	Empl Record	Name	Tax Data Effdt
1	ABC		0		11/08/2019
2	ABC		0		11/08/2019
3	ABC		0		11/08/2019
4	ABC		0		11/08/2019
5	ABC		0		11/08/2019
6	ABC		0		11/08/2019
7	ABC		0		11/08/2019
8	ABC		0		11/08/2019
9	ABC		0		11/08/2019
10	ABC		0		11/08/2019
11	ABC		0		11/08/2019
12	ABC		0		11/08/2019
13	ABC		0		11/25/2019



SPOT Online Query V_PY_SPOT_TRANS_RPT

REVISED: 09/15/2021

DESCRIPTION:

This query identifies Single Use Payroll Online Transactions (SPOT) transactions for a pay period by status. Query shows Transaction Status and Batch status.

NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V_PY_SPOT_TRANS_RPT

INPUT / SEARCH CRITERIA:

Company
Paygroup
Pay Run ID

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

Pay Run ID field is a required field.

Screenshot of the SPOT Online Query

V_PY_SPOT_TRANS_RPT - SPOT Online Query

Company

GIF

Paygroup

SM1

Pay Run ID

SM1110920

View Results

Download results in:

Excel Spreadsheet

CSV Text File

XML File

(1 kb)

View All

First 1-1 of 1 Last

Row	Agency (Company)	Paygroup	Business Unit	Agency Description	Pay Period End Date	Batch ID	Batch Status	Transaction Type	Valid Status	Review Status	Employee ID	Empl Record	Employee Name	Employee Status	Deduction or Earnings Code	Deduction or Earnings Amount	Other Hours
1	GIF	SM1	40300	Dept of Wildlife Services	11/09/2020	2	Closed	Earnings	OK	Approved		0		Active	BON	200.00	0.00



Tax Details by Paygroup Query V_PY_TAX_DETAILS_BY_PYGRP

REVISED: 09/15/2021

DESCRIPTION:

A query of Virginia Department of Transportation (VDOT) Tax totals by paygroup from pay check data for reconciliation of tax reports by paygroup (district).

NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V_PY_TAX_DETAILS_BY_PYGRP

INPUT / SEARCH CRITERIA:

Company
Check From Date
Check To Date

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

Company, Check From Date and Check To Date fields are required fields.

Screenshot of the Tax Details by Paygroup Query

V_PY_TAX_DETAILS_BY_PYGRP - Tax Details by Pay Group											
Company: ABC											
Check From Date: 04/01/2020											
Check To Date: 07/17/2020											
View Results											
Download results in: Excel Spreadsheet CSV Text File XML File (1 kb)											
View All											
First 1-2 of 2 Last											
Row	Company (Agency)	Pay Group	Pay Period End	Paycheck Issue Date	State Value	State Name	Locality Name	Tax Class	Locality	Sum Taxable Gross	Sum Tax Amount
1	ABC	SM1	04/09/2020	04/16/2020	MD	Maryland	031	H	MONTGOMERY	17318.45	197.28
2	ABC	SM1	04/24/2020	05/01/2020	MD	Maryland	031	H	MONTGOMERY	2166.67	154.03



W2 Summary Report (RPY462) V_PY_W2_SUMMARY_RPT

REVISED: 09/15/2021

DESCRIPTION:

This query provides company total number of W-2s (headcount) and total amounts for each W-2 box sent to Treasury for printing.

NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V_PY_W2_SUMMARY_RPT

INPUT / SEARCH CRITERIA:

Calendar Year

OUTPUT FORMAT:

HTML

Excel

ADDITIONAL INFORMATION:

Calendar Year field is a required field.

Screenshot of the Summary Report of W-2 Print File to Treasury Query

V_PY_W2_SUMMARY_RPT - W2 Summary report

Calendar Year

2019

View Results

Download results in :

Excel Spreadsheet

CSV Text File

XML File

(23 kb)

View All

First 1-14 of 14

Last

Row	Agency	Agency Description	Count of Employees	Federal Wages	Federal Income Tax Withheld	Social Security Wages	Social Security Tax Withheld	Medicare Wages and Tips	Medicare Tax Withheld	Social Security Tips	Allocated Tips	Dependare Care Benefits	Imputed Income	Annuities	Deferred Compensation	Uncollected OASDI	Uncollected HI	Roth 403(b)	Cost of Health Care	Roth 457	Other Compensation	State	State Wages, Tips, Etc	State Income Tax	Locality Name	Local Wages, Tips, Etc	Local Income Tax
1	ABC	Alcoholic Beverage Control	5142	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0	0	0	0	0	0	0.00	0	80744795	3349287	0	0	0
2	APA	Auditor of Public Accounts	116	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0	0	0	0	0	0	0.00	0	6265521	310741	0	0	0
3	DEL	House of Delegates	550	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0	0	0	0	0	0	0.00	0	12893617	582244	0	0	0
4	DEM	Dept of Emergency Management	246	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0	0	0	0	0	0	0.00	0	8291785	405623	0	0	0
5	DOA	Department of Accounts	202	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0	0	0	0	0	0	0.00	0	14357690	750709	0	0	0
6	DOT	VA Dept of Transportation	8726	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0	0	0	0	0	0	0.00	0	374368443	18274491	0	0	0
7	GOV	Office of the Governor	64	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0	0	0	0	0	0	0.00	0	3247589	164395	0	0	0
8	HRM	Dept of Human Resource Mgt	144	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0	0	0	0	0	0	0.00	0	7769759	386843	0	0	0
9	LTG	Lieutenant Governor	5	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0	0	0	0	0	0	0.00	0	202104	9413	0	0	0
10	OAG	Attorney General & Dept of Law	437	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0	0	0	0	0	0	0.00	0	25874817	1295886	0	0	0
11	ROP	Red Onion State Prison	458	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0	0	0	0	0	0	0.00	0	11740643	524753	0	0	0



Workers' Compensation Report Query (RPY256) V_PY_WORKERS_COMPENSATION

REVISED: 09/15/2021

DESCRIPTION:

This query contains employees' actual earnings on a calendar year basis for DHRM.

NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V_PY_WORKERS_COMPENSATION

INPUT / SEARCH CRITERIA:

Balance ID (CY / BY)
Balance year (YYYY)

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

Balance ID and **Balance Year** fields are required fields.

Correct Balance ID is CY/PY with CY = Calendar Year and PY = Benefit Year

Screenshot of the Workers' Compensation Report Query

V_PY_WORKERS_COMPENSATION - Workers' Compensation Report								
Balance ID (CY / BY) <input type="text"/>								
Balance Year (YYYY) <input type="text"/>								
View Results								
Download results in : Excel Spreadsheet CSV Text File XML File (5866 kb)								
View All First 1-100 of 27158 Last								
Row	Co	Dept ID	ID	Name	Workers Comp Cd	Actual Annual Gross Earnings	Position	
1	DOC	125				7118.04	DOCHR002	
2	DOC	99999				7638.90	DOCHR040	
3	DOC	99999				4333.33	DOCHR035	
4	DOT	14057			9410	9674.86	DOT09489	
5	DOT	13080				107.94	DOTTA100	
6	DOT	10003			9410	7083.34	DOTH0111	
7	DOT	10003			9410	7083.34	DOTH0111	
8	DOT	10003				7083.34	DOTTA200	
9	DGS	194201			8810	35000.00	DGSCL078	
10	DGS	194410			9015	26349.82	DGSEC003	
11	SCC	6000394			8810	6004.79	SCC94021	



Payroll Reports

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ChartField Validation Error Report (RPY410)

REVISED: 09/15/2021

DESCRIPTION:

This report lists employees whose payroll expenditures were written to the HR Accounting Line using the Company Default Expenditure ChartField String.

NAVIGATION PATH:

Navigator > Payroll for North America > Payroll Distribution > GL_Interface Reports > ChartField Validation Error

INPUT / SEARCH CRITERIA:

Pay Run ID

OUTPUT FORMAT:

PDF

Screenshot of the ChartField Validation Error Report Run Control Page

[< Cardinal Homepage](#)ChartField Validation Error Report

ChartField Validation Error Report

Run Control ID ChartField_Validation_ErrorReport ManagerProcess MonitorRun

*Pay Run ID

Business Unit Selection

Q

1-1 of 1

	Business Unit	Agency Description		
1	<input type="text"/>		+	-


SaveAddUpdate/Display

ADDITIONAL INFORMATION:

Pay Run ID and Business Unit fields are required fields.



Screenshot of the ChartField Validation Error Report

 Report ID: RPY410	Commonwealth of Virginia CHARTFIELD VALIDATION ERROR REPORT	Run Date: 08/17/2021 Run Time: 12:14 00
Business Unit : 50100-VA Dept of Transportation Run ID: BW1120719		Page No. 1 of 1
**** NO CHARTFIELD VALIDATION ERRORS FOUND ***		



COVA Annual Reporting Error Listing (RPY261, TAX900)

REVISED: 09/15/2021

DESCRIPTION:

This regulatory report is used to monitor and correct potential W-2 errors throughout the year to flag errors that will impact forms at year end. This report lists employees who have negative tax balances or reportable wage amounts that would cause overflow in fields when the system writes W-2 data to magnetic media. It also checks for other error conditions.

Payroll Administrators should reconcile the Annual Reporting Error Listing Report on a quarterly basis, as it is a tool used for research of errors on the Quarterly Tax Balances Audit Report. This report will be used by SPO and agencies.

NAVIGATION PATH:

Navigator > Payroll for North America > U.S. Annual Processing > Audit and Error Reports > COVA Error Listing

INPUT / SEARCH CRITERIA:

Company

OUTPUT FORMAT:

PDF

Screenshot of the COVA Annual Reporting Error Listing Report Run Control Page

The screenshot shows the 'COVA Error Listing Report' interface. At the top, there is a navigation bar with a link to 'Cardinal Homepage' and the title 'COVA Error Listing'. Below this, a green tab indicates the current report. The main area displays 'Run Control ID 0001' and links for 'Report Manager' and 'Process Monitor', along with a 'Run' button. A search bar with a magnifying glass icon and a dropdown menu showing '1-1 of 15' is present. Below the search bar is a table with columns 'Company' and 'Description'. The first row shows a search input field with a magnifying glass icon, followed by '+' and '-' buttons. At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.


Company	Description
1 <input type="text"/>	

ADDITIONAL INFORMATION:

This report has no required fields.



Screenshot of the COVA Annual Reporting Error Listing Report



Report ID: VPYR0261

Commonwealth of Virginia

ANNUAL REPORTING ERROR LISTING

Run Date: 05/27/2021

Run Time: 03:34 00

CompanyABC Alcoholic Beverage Control

Tax Year2019

Page No. 1 of 215

Employee ID	Employee Name	SSN	St	Locality	Work	Res	Tax	YTD Gross	YTD Tax	Message
			\$U				D	137.30	0.02	OASDI Calc Tax <> Tax Balance
			\$U				D	21,317.82	1,325.62	OASDI Calc Tax <> Tax Balance
										Invalid SSN
										Invalid SSN
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COVA Balance Adjustment Report (RPY452)

REVISED: 09/15/2021

DESCRIPTION:

This report lists employees for whom adjustments to Month-to-Date (MTD), Quarter-to-Date (QTD), and year-to-Date (YTD) balances were made directly to the balance table.

NAVIGATION PATH:

Navigator > Payroll for North America > Periodic Payroll Events USA > Balance Adjustments > COVA Balance Adjustment Report

INPUT / SEARCH CRITERIA:

Start Date
As of Date

OUTPUT FORMAT:

PDF

Screenshot of the COVA Balance Adjustment Report Run Control Page

The screenshot shows the 'Balance Adjustment Report' run control page. At the top, there is a header bar with the title 'Balance Adjustment Report'. Below this, a green tab labeled 'COVA Balance Adjustment Report' is selected. The main section is titled 'Balance Adjustment Report'. It includes a 'Run Control ID' field with the value 'Balance_Adjustment_Report', and links for 'Report Manager' and 'Process Monitor'. A 'Run' button is also present. Below these, the 'Report Request Parameter(s)' section contains two main areas: 'Date Range' and 'Select Date Type'. The 'Date Range' area has 'Start Date' and 'As Of Date' fields, each with a calendar icon. The 'Select Date Type' area has two radio buttons: 'Use Balance Date' (selected) and 'Use Adjustment Date'. Below this is the 'Company Selection' section, which features a search bar, a table with columns 'Company' and 'Description', and a 'View All' link. The table has one row with the number '1' in the 'Company' column. At the bottom of the page, there are three buttons: 'Save', 'Add', and 'Update/Display'.


Company	Description
1	

ADDITIONAL INFORMATION:

As of Date field is a required field.



Screenshot of the COVA Balance Adjustment Report



Report ID: VPYR0452

Commonwealth of Virginia

COVA BALANCE ADJUSTMENT AUDIT

Run Date: 09/08/2021

Run Time: 03:13 00

For the period 01/01/2019 through 09/08/2021

Earnings & Special Accumulator YTD Balance Adjustments

Balance ID: CY

EmplID/ Reason	Adj Seq	Date Adjusted	Balance Year	Qtr Code	Month Code	Field Name	Before Adjustment	Adjustment Amount	After Adjustment	Special Balance	Earn Code
	2	02-JAN-2021	2020	1	3	Total Hours YTD	480.00		480.00	N	RGS
						Total Hours QTD	480.00		480.00		
						Total Hours MTD	160.00		160.00		
						Total Gross YTD	7,999.98	-200.00	7,799.98		
						Total Gross QTD	7,999.98		7,799.98		
						Total Gross MTD	2,666.66		2,466.66		
	1	02-JAN-2021	2020	1	3	Total Hours YTD	488.00	-8.00	480.00	N	RGS
						Total Hours QTD	488.00		480.00		
						Total Hours MTD	168.00		160.00		
						Total Gross YTD	7,999.98		7,999.98		
						Total Gross QTD	7,999.98		7,999.98		
						Total Gross MTD	2,666.66		2,666.66		



COVA Check Reconciliation Report (RPY175)

REVISED: 09/15/2021

DESCRIPTION:

This Check Reconciliation Report for the Treasury Check reconciliation process includes separate Void Check group for payments having Check Status = "Reversal". Also includes separate Automated Clearing House (ACH) Tape Recap containing transaction count and total by agency grouped by Check Date.

NAVIGATION PATH:

Navigator > Payroll for North American > Payroll Processing USA > Pay Period Reports > COVA Check Recon Report

INPUT / SEARCH CRITERIA:

Pay Run ID

OUTPUT FORMAT:

PDF

Screenshot of the Check Reconciliation Report Run Control Page

The screenshot shows the 'COVA Check Recon Report' run control page. At the top, there is a navigation bar with a back arrow and 'Process List' on the left, and 'COVA Check Recon Report' on the right. Below this is a tab labeled 'Check Recon Report'. The main area contains the following elements:


- Run Control ID:** Check_Recom_Report
- Report Manager:** Process Monitor
- Run Button:** A button labeled 'Run'.
- Report Request Parameter(s):** A section with two options: 'On-Cycle Run' and 'Off-Cycle Pay Calendar'.
 - On-Cycle Run:** Includes a 'Pay Run ID' field with a search icon.
 - Off-Cycle Pay Calendar:** Includes 'Company', 'Pay Group', 'Pay End Date' (all with search icons), and 'Process Page' and 'Thru' fields.
- Payroll Cycle:** Radio buttons for 'On-Cycle', 'Off-Cycle', and 'Both' (selected).
- Company Selection:** A table with columns 'Company' and 'Description'. It shows a single entry with a search icon in the 'Company' column and '+' and '-' buttons in the 'Description' column. Above the table is a search bar and a 'View All' link.
- Output to File Server:** A checkbox.
- Buttons:** 'Save', 'Add', and 'Update/Display' at the bottom.

ADDITIONAL INFORMATION:

Pay Run ID field is a required field.



Screenshot of the Check Reconciliation Report

 Report ID: RPY175		Commonwealth of Virginia CHECK RECONCILIATION REPORT	Run Date: 09/10/2021 Run Time: 10:38 00
Pay Run ID : STSM10409		On/Off Cycle CONFIRMED	Page No. 1 of 3
Check Number	FROM	TO	
	70032182	70032222	
Sequence	From Chk#	To Chk#	Check Date
1	70032182	70033070	04/16/2020
Total Number of Checks:		41	
Total Amount of Checks:		70768.95	
Total Number of Advices to be Printed:		1	
Total Amount of All Direct Deposit Advices:		1625825.17	
Total Amount of Federal Automated Deposit:		586657.79	
Total Amount of State Automated Deposit:		2015.99	



COVA Check Register Report (RPY145)

REVISED: 09/15/2021

DESCRIPTION:

This report is a listing of all checks, in check number order, written in the pay period for each company in the organization.

NAVIGATION PATH:

Navigator > Payroll for North America > Payroll Processing USA > Produce Checks > COVA Check Register

INPUT / SEARCH CRITERIA:

Pay Run ID or Off-Cycle Pay Calendar
Payroll Cycle (checkboxes)
Company Selection

OUTPUT FORMAT:

PDF

Screenshot of the COVA Check Register Report Run Control Page


The screenshot shows the 'COVA Check Register' Run Control page. At the top, there is a 'Process List' button and the title 'COVA Check Register'. Below this, the 'Run Control ID' is 'COVA_Check_Register', and there are links for 'Report Manager' and 'Process Monitor'. A 'Run' button is on the right. The main section is titled 'Report Request Parameter(s)' and contains three sub-sections: 'On-Cycle Run' with a 'Pay Run ID' search field, 'Off-Cycle Pay Calendar' with fields for 'Company', 'Pay Group', 'Pay End Date', and 'Process Page' through 'Thru', and 'Payroll Cycle' with radio buttons for 'On-Cycle', 'Off-Cycle', and 'Both' (selected). Below these is a 'Company Selection' section with a table showing 'Company' and 'Description' columns, and a '1' in the first row. At the bottom, there are buttons for 'Save', 'Return to Search', 'Add', and 'Update/Display'.

ADDITIONAL INFORMATION:

Pay Run ID field is a required field.



Screenshot of the COVA Check Register Report

 Report ID: RPY145	Commonwealth of Virginia COVA CHECK REGISTER	Run Date: 09/13/2021 Run Time: 03:03 00											
On/Off Cycle CONFIRMED		Page No. 1 of 47											
Company: ABC Alcoholic Beverage Control Form ID:													
Check No.	Source	Check Date	Check Amount	Sep Chk	Employee Name	Employee ID	Department	Dept. ID	Business Unit	Location	Location Code	Pay Group	Address Option
0000000000000000		07/16/2020	0.00				FMS	170704	99900	CENTR	CENTR	SM1	Home Addr



COVA Condensed Payroll Register (RPY087)

REVISED: 09/15/2021

DESCRIPTION:

This report condenses employee gross to net calculation from Payroll Register (PAY002) into one line.

This report will provide Agency Payroll Administrators and State Payroll Operations (SPO) visibility to see an employee's gross earnings, regular earnings, specific taxes, and deductions for a specific pay period.

NAVIGATION PATH:

Navigator > Payroll for North American > Payroll Processing USA > Pay Period Reports > Condensed Payroll Register

INPUT / SEARCH CRITERIA:

Pay Run ID or Off-Cycle Pay Calendar
Payroll Cycle (checkboxes)
Company Selection

OUTPUT FORMAT:

PDF

Screenshot of the COVA Condensed Payroll Register Run Control Page

The screenshot shows the 'Condensed Payroll Register' run control page. At the top, there's a header bar with the title 'Condensed Payroll Register'. Below it, there's a navigation bar with 'Run Control ID' and 'Condensed_Payroll_Register' on the left, and 'Report Manager' and 'Process Monitor' on the right. A 'Run' button is located on the far right. The main content area is titled 'Report Request Parameter(s)' and contains several sections: 'On-Cycle Run' with a 'Pay Run ID' search field; 'Off-Cycle Pay Calendar' with 'Company', 'Pay Group', 'Pay End Date' search fields and 'Process Page' and 'Thru' fields; 'Payroll Cycle' with radio buttons for 'On-Cycle', 'Off-Cycle', and 'Both' (selected); and 'Company Selection' with a table showing a list of companies. The table has columns for 'Company' and 'Description'. The first row shows '1' in the 'Company' column and a search field in the 'Description' column. There are also '+', '-', and 'View All' buttons. At the bottom, there are 'Save', 'Add', and 'Update/Display' buttons.

Run Control ID Condensed_Payroll_Register Report Manager Process Monitor Run

Report Request Parameter(s)

On-Cycle Run or Off-Cycle Pay Calendar

Pay Run ID [Search]

Company [Search]
Pay Group [Search]
Pay End Date [Search]
Process Page [] Thru []

Payroll Cycle
☐ On-Cycle ☐ Off-Cycle ☒ Both

Company Selection

Company	Description
1 [Search]	[Search]

1-1 of 1 View All


Save Add Update/Display



ADDITIONAL INFORMATION:

Pay Run ID or a pay calendar specification is a required field(s).

Screenshot of the COVA Condensed Payroll Register

<div>  <div> <div>Commonwealth of Virginia</div> <div>COVA CONDENSED PAYROLL REGISTER</div> <div>Run Date: 09/07/2021 Run Time: 04:17 00</div> </div> </div>													
<div> <div>Company: CJS - Dept of Criminal Justice Svcs</div> <div>Pay Period End Date: 09-APR-2021</div> <div>Department: 10230 - Financial Svcs</div> <div>Enplid Name</div> </div> <div>On/Off Cycle</div> <div>Page No. 1 of 12</div>													
	Gross	Regular	Regular	Overtime	Overtime	Non-Cash	Federal	QASDI	HI Tax	State	Total	Net	Hourly
	Earnings	Hours	Earnings	Hours	Earnings		Tax	Tax		Tax	Deductions	Pay	Rate
	2,083.33	96.00	2,083.33	0.00	0.00	0.00	0.00	115.71	27.06	78.28	430.69	1,431.59	24.04
Department Sub-Totals	2,083.33		2,083.33	0.00	0.00	0.00	0.00	115.71	27.06	78.28	430.69	1,431.59	



COVA Deduction Register Report (RPY146)

REVISED: 09/15/2021

DESCRIPTION:

This Deduction Register Report lists employees who have any deductions and nontaxable amounts subtracted from their pay. If the current deduction contains adjustments or refunds, amounts paid in arrears or amounts excluded, the report lists them in separate columns and provides column totals. This register lists the amount of money deducted from each employee's paycheck for general deductions, garnishments, and benefits, including taxes, as of the end of a pay period. It can be run by Company.

NAVIGATION PATH:

Navigator > Payroll for North America > Payroll Processing USA > Pay Period Reports > COVA Deduction Register

INPUT / SEARCH CRITERIA:

Pay Run ID or Off-Cycle Pay Calendar
Payroll Cycle (checkboxes)
Company Selection

OUTPUT FORMAT:

PDF

Screenshot of the COVA Deduction Register Report Run Control Page

The screenshot shows the 'COVA Deduction Register' report run control page. At the top, there is a 'Process List' button and the title 'COVA Deduction Register'. Below the title, the 'Run Control ID' is 'Deduction_Register', and there are links for 'Report Manager' and 'Process Monitor'. A 'Run' button is located on the right. The main section is titled 'Report Request Parameter(s)' and contains two tabs: 'On-Cycle Run' and 'Off-Cycle Pay Calendar'. The 'On-Cycle Run' tab has a 'Pay Run ID' field. The 'Off-Cycle Pay Calendar' tab has fields for 'Company', 'Pay Group', 'Pay End Date', and 'Process Page' through 'Thru'. Below these tabs is the 'Payroll Cycle' section with radio buttons for 'On-Cycle', 'Off-Cycle', and 'Both' (selected). The 'Company Selection' section shows a table with columns 'Company' and 'Description', and a '1 of 1' indicator. At the bottom, there are buttons for 'Save', 'Add', and 'Update/Display'.

Process List

COVA Deduction Register

Run Control ID Deduction_Register Report Manager Process Monitor Run

Report Request Parameter(s)

On-Cycle Run or Off-Cycle Pay Calendar

Pay Run ID

Company Pay Group Pay End Date Process Page Thru

Payroll Cycle

☐ On-Cycle ☐ Off-Cycle ☒ Both

Company Selection

Personalize Find View All First 1 of 1 Last

Company	Description
1	

Save Add Update/Display



ADDITIONAL INFORMATION:

Pay Run ID field or a pay calendar specification is a required field(s).

Screenshot of the COVA Deduction Register Report

Report ID: RPY146

Commonwealth of Virginia

COVA DEDUCTION REGISTER

Run Date: 08/24/2021

Run Time: 01:13 00

Page No. 1 of 16

On/Off Cycle CONFIRMED

Company ABC Alcoholic Beverage Control
Pay Period End 04/24/2020
Pay Group SL2 Semimonthly Law14 (FRI7HU14)
Deduction ASSOC2 Association 2
Type General Deduction

Employee ID	Name	Ben Red	Current Amount	Refund Amount	Amt. From Arrears	Amount Not Taken	Reason Not Taken	Month To-Date	Quarter To-Date	Year To-Date	Goal Amount
		999	11.75					23.50	35.25	105.75	
		999	11.75					23.50	35.25	105.75	
		999	11.75					23.50	35.25	105.75	
		999	11.75					23.50	35.25	105.75	
		999	11.75					23.50	35.25	105.75	
		999	11.75					23.50	35.25	105.75	
		999	11.75					23.50	35.25	105.75	
		999	11.75					23.50	35.25	105.75	
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		999	11.75					23.50	35.25	105.75	
		999	11.75					23.50	35.25	105.75	
		999	11.75					23.50	35.25	105.75	
		999	11.75					23.50	35.25	105.75	
		999	11.75					23.50	35.25	105.75	
		999	11.75					23.50	35.25	105.75	
		999	11.75					23.50	35.25	105.75	
		999	11.75					23.50	35.25	105.75	
		999	11.75					23.50	35.25	105.75	
		999	11.75					23.50	35.25	105.75	
		999	11.75					23.50	35.25	105.75	
		999	11.75					23.50	35.25	105.75	
		999	11.75					23.50	35.25	105.75	
		999	11.75					23.50	35.25	105.75	
		999	11.75					23.50	35.25	105.75	
		999	11.75					23.50	35.25	105.75	
		999	11.75					23.50	35.25	105.75	
		999	11.75					23.50	35.25	105.75	
		999	11.75					23.50	35.25	105.75	
		999	11.75					23.50	35.25	105.75	
		999	11.75					23.50	35.25	105.75	
		999	11.75					23.50	35.25	105.75	
		999	11.75					23.50	35.25	105.75	
		999	11.75					23.50	35.25	105.75	
		999	11.75					23.50	35.25	105.75	
		999	11.75					23.50	35.25	105.75	
		999	11.75					23.50	35.25	105.75	
		999	11.75					23.50	35.25	105.75	
		999	11.75					23.50	35.25	105.75	
		999	11.75					23.50	35.25	105.75	
		999	11.75					23.50	35.25	105.75	
		999	11.75					23.50	35.25	105.75	
		999	11.75					23.50	35.25	105.75	
		999	11.75					23.50	35.25	105.75	
		999	11.75					23.50	35.25	105.75	
		999	11.75					23.50	35.25	105.75	
		999	11.75					23.50	35.25	105.75	
		999	11.75					23.50	35.25	105.75	
		999	11.75					23.50	35.25	105.75	
		999	11.75					23.50	35.25	105.75	
		999	11.75					23.50	35.25	105.75	
		999	11.7								



COVA Deductions not Taken Report (RPY140)

REVISED: 09/15/2021

DESCRIPTION:

This report is a listing of employees who had benefits deductions omitted for a pay period. This report displays a list of deductions and details such as amounts not taken, reason not taken, added to arrears (Y/N), arrears balance, and the check number that the deduction not taken affected. The deductions are totaled at the bottom of the page by Pay Period, by Company, and a Grand total for all companies.

NAVIGATION PATH:

Navigator > Payroll for North America > Payroll Processing USA > Pay Period Reports > COVA Deductions Not Taken

INPUT / SEARCH CRITERIA:

Pay Run ID or Off-Cycle Pay Calendar
Payroll Cycle (checkboxes)
Company Selection

OUTPUT FORMAT:

PDF

Screenshot of the COVA Deductions not Taken Report Run Control Page


The screenshot shows the 'COVA Deductions Not Taken' report run control page. At the top, there is a 'Process List' button and the report title. Below this, the 'Run Control ID' is 'Deductions_Not_Taken', and there are links for 'Report Manager' and 'Process Monitor'. A 'Run' button is located on the right. The main section is titled 'Report Request Parameter(s)' and contains three sub-sections: 'On-Cycle Run' with a 'Pay Run ID' field, 'Off-Cycle Pay Calendar' with 'Company', 'Pay Group', 'Pay End Date', 'Process Page', and 'Thru' fields, and 'Payroll Cycle' with radio buttons for 'On-Cycle', 'Off-Cycle', and 'Both' (selected). Below these is the 'Company Selection' section, which includes a table with columns 'Company' and 'Description'. The table has one row with a search icon and navigation buttons. At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

ADDITIONAL INFORMATION:

Pay Run ID or a pay calendar specification is a required field(s).



Screenshot of the COVA Deductions not Taken Report

 Report ID: RPY140		Commonwealth of Virginia COVA DEDUCTIONS NOT TAKEN REPORT				Run Date: 02/18/2021 Run Time: 11:03 00				
Company: DOA Department of Accounts Pay Period End: 05/24/2020		On/Off Cycle CONFIRMED				Page No. 15 of 31				
Employee ID	Name	Pay Group	Ded. Code	Deduction	Ben Rcd	Amount Not Taken	Reason Not Taken	Added to Arrears?	Arrears Balance	Check No.
		SM1	AGYMSC	Agy Misc	999	100.00	N Net			000000070035345
		SM1	FLXDCR	DpCr FSA	0	1,666.67	N Net			000000070035355
Pay Period Total						1,766.67			0.00	
Company Total						1,766.67			0.00	



COVA Detail Payroll Expenditures Report (RPY287)

REVISED: 09/15/2021

DESCRIPTION:

This is a report lists employee-level payroll expenditure detail by company from a pay period. The default output will be by ChartField string.

NAVIGATION PATH:

Navigator > Payroll for North America > Payroll Processing USA > Pay Period Reports > COVA Dtl Payroll Expenditures

INPUT / SEARCH CRITERIA:

Pay Run ID
PDF or CSV (checkbox)
Company

OUTPUT FORMAT:

PDF
CSV

Screenshot of the COVA Detail Payroll Expenditures Report Run Control Page

The screenshot shows the 'COVA Dtl Payroll Expenditures' report run control page. At the top, there is a header bar with the title 'COVA Dtl Payroll Expenditures'. Below the header, there is a tab labeled 'COVA Dtl Payroll Expenditures'. The main area contains a 'Run Control ID' field with the value 'Detail_Payroll_Expenditures', a 'Report Manager' link, a 'Process Monitor' link, and a 'Run' button. Below this, there is a 'Report Request Parameters' section. It includes a '*Pay Run ID' field with a search icon, a radio button for 'PDF' (selected) and a radio button for 'CSV', and a table with columns 'Company' and 'Description'. The table has one row with the number '1' in the 'Company' column and a search icon in the 'Description' column. There are also '+', '-', and 'View All' buttons. At the bottom, there are 'Save', 'Add', and 'Update/Display' buttons.


Company	Description
1	

ADDITIONAL INFORMATION:

Pay Run ID field is a required fields.



Screenshot of the COVA Detail Payroll Expenditures Report



Report ID: RPT287

Commonwealth of Virginia

DEPARTMENT OF ACCOUNTS DETAIL PAYROLL EXPENDITURES

Run Date: 09/13/2021
Run Time: 02:32 00

Pay Run ID: STSM10109
Pay End Dt: 01/09/2020
Company : ABC

Page No. 1 of 1310

Employee ID	Employee Name	EARN CODE	EARNINGS	RET CRDT	HYBRID	LT DISAB	DC/ANN	TOTAL COSTS	BUSINESS UNIT	FUND	PROGRAM	EARNINGS ACCOUNT	PROJECT	TASK
				RETIREMENT	SOC SEC	GRFINS	HEALTH		COST CNTR	AGENCY USE1	DEPARTMENT	AGENCY USE2	FIPS	ASSET
Paygroup: SL2 Semimonthly Law14 (FRITHU14) Dept ID : 110701 Administration														
00225755500	BROWN, DONNIE W	RGS	4156.25	48.63	0.00	0.00	20.00	1691.76	99900	05001	801001	5011270		
				898.17	327.01	54.45	343.50				110701			
00292124800	KIRBY, THOMAS W		0.00	65.81	0.00	0.00	20.00	2686.43	99900	05001	801001	22051426		
				1215.56	410.37	73.69	901.00				110701			
		RGS	5625.00	0.00	0.00	0.00	0.00	0.00	99900	05001	801001	5011270		
				0.00	0.00	0.00	0.00				110701			
DEPARTMENT	110701	TOTALS:	9781.25	114.44	0.00	0.00	40.00	4378.19						
				2113.73	737.38	128.14	1244.50							
Paygroup: SL2 Semimonthly Law14 (FRITHU14) Dept ID : 410806 Central Office														
00122434700	GOODLOE, MARY E		0.00	23.42	0.00	0.00	15.00	829.31	99900	05001	304003	22051426		
				270.65	150.52	26.22	343.50				410806			
		RGS	2001.88	0.00	0.00	0.00	0.00	0.00	99900	05001	304003	5011230		
				0.00	0.00	0.00	0.00				410806			
00194097100	HUFF, DAVID J	RGS	2997.63	35.07	0.00	0.00	12.50	1858.71	99900	05001	304003	5011270		
				647.79	223.08	39.27	901.00				410806			
00194111200	CARMEN, JUDITH A		0.00	40.10	0.00	0.00	20.00	1998.69	99900	05001	304003	22051426		
				740.57	252.13	44.89	901.00				410806			
		RGS	3426.96	0.00	0.00	0.00	0.00	0.00	99900	05001	304003	5011270		
				0.00	0.00	0.00	0.00				410806			
00235104300	KELLY, KATIE E	RGS	3281.04	0.00	0.00	0.00	0.00	252.90	99900	05001	304003	5011270		
				0.00	252.90	0.00	0.00				410806			
00243755700	O'CONNELL, ROY J	RGS	2696.58	31.55	0.00	0.00	20.00	1216.02	99900	05001	304003	5011270		
				582.73	202.91	35.33	343.50				410806			
00246068300	WILLIAMS, CARL H	RGS	2584.58	30.24	0.00	0.00	20.00	1727.84	99900	05001	304003	5011270		
				558.53	184.21	33.86	901.00				410806			



COVA Direct Deposit Register Report (RPY199)

REVISED: 09/15/2021

DESCRIPTION:

This is a report listing all direct deposits for employees in each company in the organization.

NAVIGATION PATH:

Navigator > Payroll for North America > Payroll Processing USA > Create Direct Deposits > COVA Direct Deposit Register

INPUT / SEARCH CRITERIA:

Pay Run ID or Off-Cycle Pay Calendar
Payroll Cycle (checkboxes)
Company Selection

OUTPUT FORMAT:

PDF

Screenshot of the COVA Direct Deposit Register Report Run Control Page

The screenshot shows the 'COVA Direct Deposit Register' report run control page. At the top, there is a navigation bar with 'Cardinal Homepage' and 'COVA Direct Deposit Register'. Below this, the title 'COVA Direct Deposit Register' is displayed. The page contains several sections for inputting search criteria:

- Run Control ID:** A text field containing 'Direct_Deposit_Register'.
- Report Manager:** A link labeled 'Report Manager'.
- Process Monitor:** A link labeled 'Process Monitor'.
- Run Button:** A button labeled 'Run'.
- Process Request Parameter(s):** A section with two options: 'On-Cycle Run' and 'Off-Cycle Pay Calendar'.
 - On-Cycle Run:** A text field for 'Pay Run ID' with a search icon.
 - Off-Cycle Pay Calendar:** A section with three text fields: 'Company', 'Pay Group', and 'Pay End Date', each with a search icon. Below these are 'Process Page' and 'Thru' fields.
- Payroll Cycle:** A section with three radio buttons: 'On-Cycle', 'Off-Cycle', and 'Both' (which is selected).
- Company Selection:** A section with a table for selecting companies.

	Company	Description		
1	<input type="text"/>		+	-

At the bottom of the page, there are three buttons: 'Save', 'Add', and 'Update/Display'.

ADDITIONAL INFORMATION:

Pay Run ID or Pay Check Data From/To fields are required fields.



COVA Local Tax Summary Report (RPY446, TAX002LC)

REVISED: 09/15/2021

DESCRIPTION:

This summary report lists employee Quarter-to-Date (QTD) taxable gross and taxes for Local Tax withholding. This report lists employees by SSN and name.

This quarterly report is used by SPO and agencies.

NAVIGATION PATH:

Navigator > Payroll for North America > U.S. Quarterly Processing > Quarterly Reports > COVA Local Tax Summary

INPUT / SEARCH CRITERIA:

Company

OUTPUT FORMAT:

PDF

Screenshot of the Local Tax Deposit Summary Report Run Control Page

The screenshot shows the 'COVA Local Tax Summary' run control page. At the top, there is a navigation bar with a back arrow and 'Quarterly State Tax Summary' on the left, and 'COVA Local Tax Summary' on the right. Below the navigation bar, the 'Run Control ID' is 'Local_Tax_Summary'. To the right of this are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. A 'Company Selection' section is visible, containing a table with columns 'Company' and 'Description'. The table has one row with the number '1' in the 'Company' column. Above the table are links for 'Personalize', 'Find', 'View All', and a grid icon. To the right of the table are 'First', '1 of 1', and 'Last' navigation controls. At the bottom of the page, there are three buttons: 'Save', 'Add', and 'Update/Display'.


Company	Description
1	

ADDITIONAL INFORMATION:

This report has no required fields.



Screenshot of the Local Tax Deposit Summary Report

 Report ID: VPYR0446		Commonwealth of Virginia COVA LOCAL TAX SUMMARY REPORT		Run Date: 08/10/2021 Run Time: 11:41 00	
Maryland	FREDERICK	12/31/2019	Page 1	Page No. 1 of 97	
Alcoholic Beverage Control 2901 Hermitage Road Richmond, VA 23220 999000021					
SSN	Name	Work PSD	Residence PSD	QTD Wages	QTD Tax Withheld
				4,294.10	118.79



COVA Local W-2 Tax Totals Summary Report (RPY262, TAX916LC)

REVISED: 09/15/2021

DESCRIPTION:

This regulatory report lists local W-2 data that is used to reconcile the W-2s. Produces a listing of local W-2 data used to reconcile the W-2s, and a listing of local W-2 data that is required by some local jurisdictions in lieu of receiving actual copies of individual W-2 forms.

NAVIGATION PATH:

Navigator > Payroll for North America > U.S. Annual Processing > W-2 Reporting > COVA Local W-2 Tax Totals Rpt

INPUT / SEARCH CRITERIA:

Tax Locality Print Parameters
Company

OUTPUT FORMAT:

PDF

Screenshot of the COVA Local W-2 Tax Totals Report Run Control Page

The screenshot shows the 'COVA Local W-2 Tax Totals Report' run control page. At the top, there's a header bar with the title. Below it, the main title 'COVA Local W-2 Tax Totals Report' is displayed. To the left of the title, there are links for 'Run Control ID', 'COVA_Local_W-2_Tax_Totals_Rpt', 'Report Manager', and 'Process Monitor'. A 'Run' button is located to the right of these links. Below the title, there's a section for 'Tax Locality Print Parameters' with three radio buttons: 'Totals Only' (selected), 'Employee Detail (Local Only)', and 'Employee Detail-Local and Fed'. Below this, there's a 'Company Selection' section. It contains a table with columns 'Company' and 'Description'. The table has one row with a search icon in the 'Company' column and a '+' button in the 'Description' column. Above the table, there are navigation controls including a search icon, a dropdown menu showing '1-1 of 1', and a 'View All' link. At the bottom of the page, there are four buttons: 'Save', 'Notify', 'Add', and 'Update/Display'.


Company	Description
1	

ADDITIONAL INFORMATION:

This report has no required fields.



Screenshot of the COVA Local W-2 Tax Totals Summary Report

 Report ID: VPYR0262		Commonwealth of Virginia COVA LOCAL W-2 TAX TOTALS SUMMARY REPORT		Run Date: 06/01/2021 Run Time: 12:52 00	
W2 Rpt Company VSU Virginia State University		Tax Year 2019		Page No. 1 of 1	
Federal EIN 54-6001811					
State:					
Locality	W-2 Local Name	Employer ID LWT	Number of W-2 Statements	Total Local Wages	Total Local Income Tax
Grand Totals:					



COVA Other Earnings Register (RPY088)

REVISED: 09/15/2021

DESCRIPTION:

This report is a listing of employees and amounts within earnings codes (not including Regular or Overtime) being processed on the current payroll.

The report lists all employees receiving a specific earnings code, includes each employee's hours and amounts, and provides the separate check ID, if the earnings were issued to an employee separately.

NAVIGATION PATH:

Navigator > Payroll for North America > Payroll Processing USA > Pay Period Reports > COVA Other Earnings Register

INPUT / SEARCH CRITERIA:

Pay Run ID or Off-Cycle Pay Calendar
Payroll Cycle (checkboxes)
Company Selection

OUTPUT FORMAT:

PDF

Screenshot of the COVA Other Earnings Register Run Control Page

The screenshot shows the 'COVA Other Earnings Register' run control page. At the top, there is a navigation bar with a back arrow and the text '< COVA Payroll Err Messages Rpt' on the left, and 'COVA Other Earnings Register' on the right. Below the navigation bar, the page title 'COVA Other Earnings Register' is displayed. Underneath the title, there are links for 'Run Control ID', 'Other_Earnings_Register', 'Report Manager', and 'Process Monitor', along with a 'Run' button. The main section is titled 'Report Request Parameter(s)' and contains two tabs: 'On-Cycle Run' and 'Off-Cycle Pay Calendar'. The 'On-Cycle Run' tab is active, showing a 'Pay Run ID' field with the value 'BW012019' and a search icon. Below this, the value 'BW012019' is displayed. The 'Off-Cycle Pay Calendar' tab is also visible, showing fields for 'Company', 'Pay Group', 'Pay End Date', and 'Process Page' through 'Thru'. Below the tabs, there is a 'Payroll Cycle' section with three radio buttons: 'On-Cycle', 'Off-Cycle', and 'Both', with 'Both' selected. At the bottom, there is a 'Company Selection' section with a search bar, a table with columns 'Company' and 'Description', and a 'View All' link. The table has one row with a search icon and a '1' in the first column. At the bottom of the page, there are buttons for 'Save', 'Return to Search', 'Add', and 'Update/Display'.

ADDITIONAL INFORMATION:

Pay Run ID or a pay calendar specification is a required field(s).



COVA PA Local EIT W-2 Tax Totals Report (RPY263, TAX010PA)

REVISED: 09/15/2021

DESCRIPTION:

This report is a listing of Pennsylvania (PA) Local Earned Income Tax W-2 data for use in reporting to Tax Collection District tax collecting agencies. Report is grouped by Work Political Subdivision (PSD) within company and includes SSN, Employee Name, Home Address, YTD Taxable Wages, YTD Earned Income Tax (EIT) withheld and Resident PSD.

NAVIGATION PATH:

Navigator > Payroll for North America > U.S. Annual Processing > W-2 Reporting > COVA PA Local EIT W-2 Tax Total

INPUT / SEARCH CRITERIA:

Show Employee Detail (checkbox)
Sort Option
Company

OUTPUT FORMAT:

PDF

Screenshot of the COVA PA Local EIT W-2 Tax Totals Report Run Control Page

COVA PA Local EIT W-2 Tax Total Rpt

Run Control ID PA_Local_EIT_W2_Tax_Total

Report Manager Process Monitor

Run

Report Request Parameter(s)

Balances for Year 2019

Show Employee Detail Report?

☐ Show Employee Detail

Sort Option

Company within Work PSD

Company Selection

1-1 of 1

View All

	Company	Description		
1	<input type="text"/>		+	-

Save

Notify

Add

Update/Display

ADDITIONAL INFORMATION:


This report has no required fields.

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Screenshot of the COVA PA Local EIT W-2 Tax Totals Report

 Report ID: VPYR0263	Commonwealth of Virginia COVA PA LOCAL EIT W-2 TAX TOTALS REPORT	Run Date: 08/17/2021 Run Time: 10:13 00
By Company within Work PSD	2019	Page No. 1 of 1
No data selected		



COVA Payroll Advice Register Report (RPY200)

REVISED: 09/15/2021

DESCRIPTION:

This report provides payroll amounts paid directly into the employee's bank account as direct deposits.

NAVIGATION PATH:

Navigator > Payroll for North America > Payroll Processing USA > Create Direct Deposits> COVA Advice Register

INPUT / SEARCH CRITERIA:

Pay Run ID or Off-Cycle Pay Calendar
Payroll Cycle (checkboxes)
Company Selection

OUTPUT FORMAT:

PDF

Screenshot of the COVA Payroll Advice Register Report Run Control Page

The screenshot shows the 'COVA Advice Register' run control page. At the top, there is a 'Process List' button and the title 'COVA Advice Register'. Below the title, there are links for 'Run Control ID Advice_Register', 'Report Manager', and 'Process Monitor', along with a 'Run' button. The main section is titled 'Process Request Parameter(s)' and contains three sub-sections: 'On-Cycle Run' with a 'Pay Run ID' field, 'Off-Cycle Pay Calendar' with 'Company', 'Pay Group', 'Pay End Date', and 'Process Page' fields, and 'Payroll Cycle' with radio buttons for 'On-Cycle', 'Off-Cycle', and 'Both' (selected). Below these is a 'Company Selection' section with a table showing 'Company' and 'Description' columns, and a '1 of 1' indicator. At the bottom, there are 'Save', 'Add', and 'Update/Display' buttons.

Company	Description
1	

ADDITIONAL INFORMATION:

Pay Run ID field or a pay calendar specification is a required field(s).



Screenshot of the COVA Payroll Advice Register Report

Report ID: RPY200

Commonwealth of Virginia

COVA PAYROLL ADVICE REGISTER

Run Date: 09/10/2021

Run Time: 10:50 00

Page No. 1 of 321

Company: ABC Alcoholic Beverage Control

Form ID: COVADV

On/Off Cycle CONFIRMED

Advice No.	Source	Check Date	Deposit Amt	Sep Chk	Employee Name	Employee ID	Department	Dept. ID	Business Unit	Location	Locn Code	Pay Group	Address Option
000000060123455		04/16/2020	2,667.25				Admin Exp	110701	99900	CENTR	CENTR	SL2	Home Addr
000000060123456		04/16/2020	3,683.88				Admin Exp	110701	99900	CENTR	CENTR	SL2	Home Addr
000000060123457		04/16/2020	1,732.68				Cent Offc	410806	99900	CENTR	CENTR	SL2	Home Addr
000000060123458		04/16/2020	1,339.32				Cent Offc	410806	99900	CENTR	CENTR	SL2	Home Addr
000000060123459		04/16/2020	1,296.16				Cent Offc	410806	99900	CENTR	CENTR	SL2	Home Addr
000000060123460		04/16/2020	1,736.70				Cent Offc	410806	99900	CENTR	CENTR	SL2	Home Addr
000000060123461		04/16/2020	1,327.53				Cent Offc	410806	99900	CENTR	CENTR	SL2	Home Addr
000000060123462		04/16/2020	1,962.25				Cent Offc	410806	99900	CENTR	CENTR	SL2	Home Addr
000000060123463		04/16/2020	1,707.33				Cent Offc	410806	99900	CENTR	CENTR	SL2	Home Addr
000000060123464		04/16/2020	1,428.93				Cent Offc	410806	99900	CENTR	CENTR	SL2	Home Addr
000000060123465		04/16/2020	1,386.18				Cent Offc	410806	99900	CENTR	CENTR	SL2	Home Addr
000000060123466		04/16/2020	2,185.10				Cent Offc	410806	99900	CENTR	CENTR	SL2	Home Addr
000000060123467		04/16/2020	1,304.57				Cent Offc	410806	99900	CENTR	CENTR	SL2	Home Addr
000000060123468		04/16/2020	1,584.33				Cent Offc	410806	99900	CENTR	CENTR	SL2	Home Addr
000000060123469		04/16/2020	2,082.53				Cent Offc	410806	99900	CENTR	CENTR	SL2	Home Addr
000000060123470		04/16/2020	2,391.06				Cent Offc	410806	99900	CENTR	CENTR	SL2	Home Addr
000000060123471		04/16/2020	1,440.18				Cent Offc	410806	99900	CENTR	CENTR	SL2	Home Addr
000000060123472		04/16/2020	2,672.33				Cent Offc	410806	99900	CENTR	CENTR	SL2	Home Addr
000000060123473		04/16/2020	2,298.47				Cent Offc	410806	99900	CENTR	CENTR	SL2	Home Addr
000000060123474		04/16/2020	1,680.86				Cent Offc	410806	99900	CENTR	CENTR	SL2	Home Addr
000000060123475		04/16/2020	1,580.99				Cent Offc	410806	99900	CENTR	CENTR	SL2	Home Addr
000000060123476		04/16/2020	2,242.02				Cent Offc	410806	99900	CENTR	CENTR	SL2	Home Addr
000000060123477		04/16/2020	1,304.35				Cent Offc	410806	99900	CENTR	CENTR	SL2	Home Addr
000000060123478		04/16/2020	1,817.91				Cent Offc	410806	99900	CENTR	CENTR	SL2	Home Addr
000000060123479		04/16/2020	1,911.29				Cent Offc	410806	99900	CENTR	CENTR	SL2	Home Addr
000000060123480		04/16/2020	1,342.03				Cent Offc	410806	99900	CENTR	CENTR	SL2	Home Addr
000000060123481		04/16/2020	1,719.65				Cent Offc	410806	99900	CENTR	CENTR	SL2	Home Addr
000000060123482		04/16/2020	1,244.38				Reg 1	410808	99900	CENTR	CENTR	SL2	Home Addr
000000060123483		04/16/2020	2,328.57				Reg 1	410808	99900	CENTR	CENTR	SL2	Home Addr
000000060123484		04/16/2020	1,368.80				Reg 1	410808	99900	CENTR	CENTR	SL2	Home Addr
000000060123485		04/16/2020	1,595.99				Reg 1	410808	99900	CENTR	CENTR	SL2	Home Addr
000000060123486		04/16/2020	2,185.58				Reg 1	410808	99900	CENTR	CENTR	SL2	Home Addr
000000060123487		04/16/2020	1,511.26				Reg 1	410808	99900	CENTR	CENTR	SL2	Home Addr
000000060123488		04/16/2020	1,486.85				Reg 2	410809	99900	CENTR	CENTR	SL2	Home Addr
000000060123489		04/16/2020	1,525.47				Reg 2	410809	99900	CENTR	CENTR	SL2	Home Addr
000000060123490		04/16/2020	1,438.37				Reg 2	410809	99900	CENTR	CENTR	SL2	Home Addr
000000060123491		04/16/2020	1,334.82				Reg 3	410810	99900	CENTR	CENTR	SL2	Home Addr
000000060123492		04/16/2020	1,651.44				Reg 3	410810	99900	CENTR	CENTR	SL2	Home Addr
000000060123493		04/16/2020	1,638.97				Reg 3	410810	99900	CENTR	CENTR	SL2	Home Addr

Source: On-line = On-line Advice Final = Batch Final O Final = On-line Final

Source: On-line = On-line Advice Final = Batch Final O Final = On-line Final



COVA Payroll Error Messages Report (RPY142)

REVISED: 09/15/2021

DESCRIPTION:

This report provides a list of the system error messages generated during the Payroll process. Use this report to analyze and resolve payroll problems before the Pay Confirmation process.

NAVIGATION PATH:

Navigator > Payroll for North America > Payroll Processing USA > Review Processing Messages > COVA Payroll Err Messages Rpt

INPUT / SEARCH CRITERIA:

Pay Run ID
Company

OUTPUT FORMAT:

PDF

Screenshot of the COVA Payroll Error Messages Report Run Control Page

The screenshot shows the 'Payroll Error Message Report' interface. At the top, there is a navigation bar with 'Cardinal Homepage' and 'Payroll Error Message Report'. Below this, the title 'Payroll Error Message Report' is displayed. The main area contains a 'Run Control ID' field set to 'COVA_Payroll_Err_Messages_Rpt', a 'Language' dropdown set to 'English', and a 'Run' button. Below these are links for 'Report Manager' and 'Process Monitor'. A section titled 'Report Request Parameter(s)' contains a 'Pay Run ID' search field. Below this is a table with columns 'Company' and 'Description'. The table has one row with a search icon in the 'Company' column and a '+' button in the 'Description' column. At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

Cardinal Homepage Payroll Error Message Report

Payroll Error Message Report

Run Control ID COVA_Payroll_Err_Messages_Rpt Report Manager Process Monitor Run

Language English

Report Request Parameter(s)

Pay Run ID

Company	Description
1	


Save Notify Add Update/Display

ADDITIONAL INFORMATION:

Pay Run ID field or a pay calendar specification is a required field(s).



Screenshot of the COVA Payroll Error Messages Report

 Report ID: RPY142 Company: DEM Dept of Emergency Management Pay period End: 08/09/2020 Pay Group: SMI Semimonthly Class (SUNSAT07)									
Commonwealth of Virginia COVA PAYROLL ERROR MESSAGES REPORT									
Run Date: 09/14/2021 Run Time: 11:10 00									
Page No. 1 of 3									
Employee Name	ID 2	Employee ID	Dept ID	Business Unit	Page/Line	Sep	Check	Message ID	Message
			97110000	12700	3	20	0	000017	Federal Tax Data Not Found The federal tax data record was not found for the employee.
	ID 2		97110000	12700	3	20	0	000019	No UI Jurisdiction This check has no UI Jurisdiction assigned. Please check the employee state tax tables and assign UI Jurisdiction to a state. 00900079900;
	ID 2		97110000	12700	3	20	0	000018	State Tax Data Not Found The state tax data record, for the state displayed below, was not found for the employee. **;
	ID 5		94000000	12700	37	1	0	000010	Invalid One-Time Deduction The one-time deduction (displayed below) was not found to be valid for the employee. This can result from it being a duplicate of another entry and also an override to a general deduction marked for garnishment processing. 00;DUEAGY;A
	ID 5		94000000	12700	37	1	0	000025	General Deduction Not Found The general deduction displayed below was not found in the general deduction table. DUEAGY;
	ID 5		94000000	12700	37	1	0	000010	Invalid One-Time Deduction The one-time deduction (displayed below) was not found to be valid for the employee. This can result from it being a duplicate of another entry and also an override to a general deduction marked for garnishment processing. 10;CVACRE;B
Pay Group Total - Number of messages:						6			
Pay Period Total - Number of messages:						6			
Company Total - Number of messages:						6			



COVA Payroll Register (RPY137)

REVISED: 09/15/2021

DESCRIPTION:

This report displays the Payroll Register, by agency, showing employee gross to net including hours and amounts for the pay period. It lists employees by their pay groups and provides totals, sorted by department ID. The details in the report include totals at the company, pay period, and pay group levels on the last page and a grand total for all paychecks.

NAVIGATION PATH:

Navigator > Payroll for North America > Payroll Processing USA > Pay Period Reports > COVA Payroll Register

INPUT / SEARCH CRITERIA:

Pay Run ID or Off-Cycle Pay Calendar
Payroll Cycle (checkboxes)
Company Selection

OUTPUT FORMAT:

PDF

Screenshot of the COVA Payroll Register Run Control Page

The screenshot shows the 'COVA Payroll Register' Run Control page. At the top, there is a navigation bar with a back arrow and 'Cardinal Homepage' on the left, and 'COVA Payroll Register' on the right. Below this is a breadcrumb trail: 'Payroll Register'. The main content area has a header with 'Run Control ID Payroll_Register', 'Report Manager', 'Process Monitor', and a 'Run' button. The 'Process Request Parameter(s)' section contains two main input areas: 'On-Cycle Run' with a 'Pay Run ID' field, and 'Off-Cycle Pay Calendar' with 'Company', 'Pay Group', 'Pay End Date', and 'Process Page' (with 'Thru' field) inputs. Below these is the 'Payroll Cycle' section with radio buttons for 'On-Cycle', 'Off-Cycle', and 'Both' (selected). The 'Company Selection' section features a table with columns 'Company' and 'Description', a search icon, and navigation controls. At the bottom, there are 'Save', 'Add', and 'Update/Display' buttons.


Company	Description
1	

ADDITIONAL INFORMATION:

Pay Run ID field or a pay calendar specification is a required field(s).



Screenshot of the COVA Payroll Register



Commonwealth of Virginia

COVA PAYROLL REGISTER

Run Date: 07/28/2021

Run Time: 12:52 00

Report ID: R0V137

Page No. 1 of 7

Company: CJS Dept of Criminal Justice Svcs

Pay Period End: 04/09/2021

Pay Group TR2 Semi-monthly Class (SUNSAT07)

On/Off Cycle

Employee Name/ID	Form ID	REGULAR	OVERTIME	OTHER								
Dept. ID	Business Unit	Hours	Earnings	Hours	Earnings	Type	Hours	Earnings	Gross Pay	Taxes Type	Deductions Code	Net Pay
Check Date	Check No.											
		40.00	868.06			VRS		1,027.16 N	2,083.33	115.71 OASDI	24.50 00-DGPRFB	1,431.59 U
		40.00	868.05			VRS		1,027.15 N		27.06 HEDI	0.15 00-DOAFEE	
10230	14000	16.00	347.22			VRS		410.86 N		78.28 VASNT	9.79 00-OTLIF	
04/16/2021											72.89 00-PTTAX	
											86.00 10-CVACHAN	
											112.00 60-FLKRED	
											98.61 70-HVBNDB	
											24.65 72-HVBNDB	
											2.10 AZ-FLKFEF	
Department Total		96.00	2,083.33	0.00	0.00			2,465.17	2,083.33	221.05	430.69	1,431.59
												0.00
												1,431.59 U
		40.00	868.06			HOT		9.38	2,355.83	133.69 OASDI	24.50 00-DGPRFB	1,560.40 U
						VRS		1,687.99 N		31.27 HEDI	122.00 10-CVACHAN	
10320	14000	40.00	868.05			HOT		9.38		106.48 FWT	40.00 49-DEFCMP	
04/16/2021						VRS		1,687.99 N		82.83 VASNT	50.00 60-FLKRED	
		16.00	347.22			BON		250.00			202.56 70-VRSRET	
						HOT		3.74			2.10 AZ-FLKFEF	
						VRS		675.19 N				
Department Total		96.00	2,083.33	0.00	0.00			4,323.67	2,355.83	354.27	441.16	1,560.40
												0.00
												1,560.40 U

Source Legend: K - Batch Final L - On-line Final O - On-line N - Not added to Gross Pay



COVA Payroll Summary Report (RPY138)

REVISED: 09/15/2021

DESCRIPTION:

This payroll summary shows paycheck details including amounts, earnings, employee deductions, employer contributions, and employee/employer taxes by Pay Run ID by Company.

NAVIGATION PATH:

Navigator > Payroll for North America > Payroll Processing USA > Pay Period Reports > COVA Payroll Summary

INPUT / SEARCH CRITERIA:

Pay Run ID or Off-Cycle Pay Calendar
Report Style
Payroll Cycle (checkboxes)
Company Selection

OUTPUT FORMAT:

PDF

Screenshot of the COVA Payroll Summary Report Run Control Page

The screenshot shows the 'Payroll Summary Report' run control page. At the top, there is a navigation bar with 'Cardinal Homepage' and 'Payroll Summary Report'. Below the navigation bar, the page title 'Payroll Summary Report' is displayed. The main content area contains several sections for inputting search criteria:

- Report Request Parameter(s)**: This section is divided into two parts: 'On-Cycle Run' and 'Off-Cycle Pay Calendar'. The 'On-Cycle Run' part has a 'Pay Run ID' field with a search icon. The 'Off-Cycle Pay Calendar' part has fields for 'Company', 'Pay Group', 'Pay End Date' (all with search icons), and 'Process Page' and 'Thru' fields.
- Report Style**: This section has two radio buttons: 'Summary by Selection' (selected) and 'Detail Report'.
- Payroll Cycle**: This section has three radio buttons: 'On-Cycle', 'Off-Cycle', and 'Both' (selected).
- Company Selection**: This section features a table with columns 'Company' and 'Description'. The 'Company' column has a search icon. The table shows one row with the number '1' in the 'Company' column. There are also 'Add' and 'Update/Display' buttons.


At the bottom of the page, there are three buttons: 'Save', 'Add', and 'Update/Display'.

ADDITIONAL INFORMATION:

Pay Run ID field is a required field.



Screenshot of the COVA Payroll Summary Report

 Report ID: RPY138		Commonwealth of Virginia US PAYROLL SUMMARY REPORT		Run Date: 07/29/2021 Run Time: 10:21 00		
Company: CJS Pay Period End: Run ID: TR10410		Page No. 1 of 7				
On/Off Cycle						
Pay Check Summary All Checks (Including On-line)						
Count	Total Gross	Total Taxes	Total Deductions	Net Pay		
15	28657.43	5462.86	3532.08	19662.49		
On-line Checks						
Count	Total Gross	Total Taxes	Total Deductions	Net Pay		
0	0.00	0.00	0.00	0.00		
Batch Final Checks						
Count	Total Gross	Total Taxes	Total Deductions	Net Pay		
0	0.00	0.00	0.00	0.00		
On-line Final Checks						
Count	Total Gross	Total Taxes	Total Deductions	Net Pay		
0	0.00	0.00	0.00	0.00		
Pay Earnings Summary						
Count	Regular Earnings	Hours For Regular Earnings	Regular Hours	Earnings For Regular Hours	Overtime Hours	Earnings For Overtime Hours
43	16666.64	768	0.00	0.00	0.00	0.00



COVA Paysheet Records Audit Prior to Confirm Report (RPY123)

REVISED: 09/15/2021

DESCRIPTION:

This report is generated during the payroll process to provide a detailed listing of information that might cause problems during the Pay Confirmation process. This Preconfirm audit checks for potential duplicate keys, no active job record found, and outstanding off-cycle checks. The detailed information includes listing by company, calendar year, pay group, month code, pay end date and employee ID.

NAVIGATION PATH:

Navigator > Payroll for North America > Payroll Processing USA > Produce Payroll > COVA Preconfirm Audit Report

INPUT / SEARCH CRITERIA:

Pay Run ID
Company

OUTPUT FORMAT:

PDF

Screenshot of the COVA Paysheet Records Audit Prior to Confirm Report Run Control Page

COVA Preconfirm Audit Report

Run Control ID

Preconfirm_Audit_Report

Report Manager

Process Monitor

Run

Language

English

Report Request Parameter(s)

Pay Run ID

1-1 of 1

View All

	Company	Description		
1			+	-

Save

Add

Update/Display

ADDITIONAL INFORMATION:

There are no required fields.



Screenshot of the COVA Paysheet Records Audit Prior to Confirm Report

Commonwealth of Virginia									
PAYSHEET RECORDS AUDIT PRIOR TO CONFIRM									
Run Date: 09/07/2021									
Run Time: 04:19 00									
Report ID: RPY123									
Company: CJS Dept of Criminal Justice Svcs									
Pay period End: 04/10/2021									
Pay Group: TR1 Training Test Paygroup 1									
Page No. 1 of 2									
CJS	TR1	04/10/2021	TR10410						
Cal Yr/	Month Cd/								
Company	Paygroup	Pay_End_Dt	Off Cycle	Page#	Line#	Emplid	OK_To_Pay	Message	
CJS	TR1	04/10/2021	N	1	1			Uncalculated check	
CJS	TR1	04/10/2021	N	2	1			Uncalculated check	
CJS	TR1	04/10/2021	N	2	2			Uncalculated check	
CJS	TR1	04/10/2021	N	2	3			Uncalculated check	
CJS	TR1	04/10/2021	N	3	1			Uncalculated check	
CJS	TR1	04/10/2021	N	4	1			Uncalculated check	
CJS	TR1	04/10/2021	N	4	2			Uncalculated check	
CJS	TR1	04/10/2021	N	5	1			Uncalculated check	
CJS	TR1	04/10/2021	N	5	2			Uncalculated check	
CJS	TR1	04/10/2021	N	5	3			Uncalculated check	
CJS	TR1	04/10/2021	N	6	1			Uncalculated check	
CJS	TR1	04/10/2021	N	6	2			Uncalculated check	
CJS	TR1	04/10/2021	N	6	3			Uncalculated check	
CJS	TR1	04/10/2021	N	6	4			Uncalculated check	
CJS	TR1	04/10/2021	N	6	5			Uncalculated check	
Total Number of Errors Found:							15		



COVA Presheet Audit Report (RPY114)h

REVISED: 09/15/2021

DESCRIPTION:

This report verifies the integrity of the payroll and benefits setup and employee data. Before creating Paysheets, run this optional report. This report scans all the tables required by the Paysheet process and identifies orphan records and codes.

NAVIGATION PATH:

Navigator > Payroll for North America > Payroll Processing USA > Create and Load Paysheets > COVA Presheet Audit Report

INPUT / SEARCH CRITERIA:

Report Option (checkboxes)
Pay Run ID
Company

OUTPUT FORMAT:

PDF

Screenshot of the COVA Presheet Audit Report Run Control Page

The screenshot shows the 'Presheet Audit Report' run control page. At the top, there is a 'Process List' button and the title 'Presheet Audit Report'. Below the title, the 'Run Control ID' is set to 'Presheet_Audit_Report' and the 'Language' is set to 'English'. There are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. The 'Report Request Parameter(s)' section contains two sub-sections: 'Report Option' and 'Company Options'. The 'Report Option' section has two radio buttons: 'Full report ?' and 'Run ID Report ?'. Below these is a 'Pay Run ID' field with a search icon. The 'Company Options' section has a table with columns 'Company' and 'Description'. The table has one row with the number '1' in the 'Company' column. There are navigation buttons like 'Personalize', 'Find', 'View All', 'First', '1 of 1', 'Last', and 'Update/Display'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Add', and 'Update/Display'.

Process List Presheet Audit Report

Presheet Audit Report

Run Control ID Presheet_Audit_Report Report Manager Process Monitor Run

Language English

Report Request Parameter(s)

Report Option

☐ Full report ? ☐ Run ID Report ?

Pay Run ID

Company Options

Company	Description
1	

Personalize Find View All First 1 of 1 Last

Save Return to Search Add Update/Display

ADDITIONAL INFORMATION:

There are no required fields.



Screenshot of the COVA Presheet Audit Report

Commonwealth of Virginia		Run Date: 08/04/2021	
COVA PRESHEET AUDIT REPORT		Run Time: 11:42 00	
Report ID: RPY114			
		Page No. 1 of 1686	
Company Emplid	Empl Rcd # Message		
0	Deduction Not on General Deduction Table	00	DUEAGY
0	Deduction Not on General Deduction Table	00	PREPAY
0	Deduction Not on General Deduction Table	00	PREPAY
0	Earn Code Reg Hours not valid on Earnings Table	BWH	REG
0	Earn Code Reg Hours not valid on Earnings Table	SMS	REG
0	Earn Code Reg Earns not valid on Earnings Table	BWH	REG
0	Earn Code Reg Earns not valid on Earnings Table	SMS	REG
0	Earn Code OT Hours not valid on Earnings Table	BWH	OVT
0	Earn Code OT Hours not valid on Earnings Table	SMS	OVT
0	Advice Form ID is invalid or missing	BWH	
0	Advice Form ID is invalid or missing	SMS	
0	Check Form ID is invalid or missing	BWH	
0	Check Form ID is invalid or missing	SMS	
0	Earnings Code is not valid	DOT	ADM
0	Earnings Code is not valid	DOT	ALI
0	Earnings Code is not valid	DOT	BMO
0	Earnings Code is not valid	DOT	CLO
0	Earnings Code is not valid	DOT	CPT
0	Earnings Code is not valid	DOT	CSL
0	Earnings Code is not valid	DOT	DLR
0	Earnings Code is not valid	DOT	DSK
0	Earnings Code is not valid	DOT	DSR
0	Earnings Code is not valid	DOT	ELP
0	Earnings Code is not valid	DOT	EMS
0	Earnings Code is not valid	DOT	ERL
0	Earnings Code is not valid	DOT	ESP
0	Earnings Code is not valid	DOT	HFL
0	Earnings Code is not valid	DOT	LTD
0	Earnings Code is not valid	DOT	MBL
0	Earnings Code is not valid	DOT	MIP
0	Earnings Code is not valid	DOT	MLD
0	Earnings Code is not valid	DOT	OTT
0	Earnings Code is not valid	DOT	WT



COVA Quarterly Federal Tax Report (RPY242, TAX007)

REVISED: 09/15/2021

DESCRIPTION:

This regulatory report lists report by employee, quarter-to-date (QTD), federal withholding, Federal Insurance Contributions Act (FICA), and unemployment taxes, and includes state-specific Federal Unemployment Tax Act (FUTA) Credit Reduction gross and tax amounts. It lists employees by social security number (SSN) and name, and it provides page and company totals.

This quarterly report is used by agencies for 941 reporting.

NAVIGATION PATH:

Navigator > Payroll for North America > U.S. Quarterly Processing > Quarterly Reports > COVA Federal Tax Summary

INPUT / SEARCH CRITERIA:

Company

OUTPUT FORMAT:

PDF

Screenshot of the COVA Quarterly Federal Tax Report Run Control Page

Cardinal Homepage

COVA Federal Tax Summary

COVA Federal Tax Summary

Run Control ID Federal_Tax_Summary

Report Manager Process Monitor Run

Personalize Find View All First 1 of 1 Last

Company	Description
1	


Save Return to Search Notify Add Update/Display

ADDITIONAL INFORMATION:

This report has no required fields.



Screenshot of the COVA Quarterly Federal Tax Report

 Report ID: RPY242		Commonwealth of Virginia				Run Date: 05/28/2021 Run Time: 01:24 00			
QUARTERLY FEDERAL TAX REPORT - EMPLOYEE DETAIL									
Federal	12/31/2019	4th Quarter 2019				Page No. 1 of 7696			
Alcoholic Beverage Control									
Employer ID 546001702									
SSN	Name	----- Withholding -----		----- Unemployment -----		----- FICA - OASDI -----		----- FICA - Medicare -----	
		TxGrs QTD	Tax QTD	TxGrs QTD	Tax QTD	TxGrs QTD	Tax QTD	TxGrs QTD	Tax QTD
		9,126.17	826.89	0.00	0.00	9,621.62	596.54	9,621.62	139.51
		421.32	0.00	0.00	0.00	421.32	26.12	421.32	6.11
		2,190.98	187.91	0.00	0.00	2,190.98	135.84	2,190.98	31.77
		514.30	0.00	0.00	0.00	514.30	31.89	514.30	7.46
		7,923.92	788.00	0.00	0.00	8,119.50	503.41	8,119.50	117.74
		1,587.50	119.45	0.00	0.00	1,587.50	98.43	1,587.50	23.02
		20,705.30	2,986.30	0.00	0.00	21,885.00	1,356.87	21,885.00	317.33
		17,253.92	2,396.72	0.00	0.00	17,982.02	1,114.89	17,982.02	260.74
		890.02	0.00	0.00	0.00	890.02	55.18	890.02	12.91
		1,991.66	164.00	0.00	0.00	1,991.66	123.48	1,991.66	28.88
		15,752.20	2,174.08	0.00	0.00	18,817.80	1,166.71	18,817.80	272.86
		993.32	55.48	0.00	0.00	993.32	61.59	993.32	14.40
					EMPLOYER:	993.32	61.59	993.32	14.41
		10,331.11	729.69	0.00	0.00	10,901.56	675.89	10,901.56	158.08
Page Total		89,681.72	10,428.52	0.00	0.00	95,916.60	5,946.84	95,916.60	1,390.81
					ADDL MED EE:			0.00	0.00
					EMPLOYER:	95,916.60	5,946.84	95,916.60	1,390.82
			FUT CR:	0.00	0.00				



COVA Quarterly State Tax Summary Report (RPY243, TAX008)

REVISED: 09/15/2021

DESCRIPTION:

This regulatory report is a summary of employee Quarter-to-Date (QTD) taxable gross and taxes for State withholding, State Unemployment Insurance (SUI) and State Disability Insurance (SDI).

This quarterly report is used by agencies.

NAVIGATION PATH:

Navigator > Payroll for North America > U.S. Quarterly Processing > Quarterly Reports > COVA State Tax Summary

INPUT / SEARCH CRITERIA:

Company

OUTPUT FORMAT:

PDF

Screenshot of the Quarterly State Tax Summary Report Run Control Page

The screenshot shows the 'COVA State Tax Summary' Run Control page. At the top, there is a 'Process List' button and the title 'COVA State Tax Summary'. Below this, the 'Run Control ID' is 'COVA_State_Tax_Summary'. To the right are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. The 'Company Selection' section contains a table with one row. The table has columns for 'Company' and 'Description'. The 'Company' column has a search icon and a dropdown menu showing '1-1 of 1'. The 'Description' column has a search icon. Below the table are 'Add' and 'Remove' buttons. At the bottom of the page are 'Save', 'Add', and 'Update/Display' buttons.

Company	Description
1	

ADDITIONAL INFORMATION:

This report has no required fields.



Screenshot of the COVA Quarterly State Tax Summary Report – Employee Detail

Commonwealth of Virginia		QUARTERLY STATE TAX REPORT - EMPLOYEE DETAIL		Run Date: 05/28/2021 Run Time: 03:12 00	
Company ABC Alcoholic Beverage Control				Page No. 1 of 11999	
District of Columbia 12/31/2019 1					
Alcoholic Beverage Control					
Employer ID [REDACTED] SUT Rate					
SSN	Name	----- Withholding -----	----- Unemployment -----	----- Disability -----	----- VFDI/FLI/MLI/EIC -----
		TxGrs QTD Tax QTD	TxGrs QTD NL Gross QTD Tax QTD	TxGrs QTD Tax QTD	TxGrs QTD Tax QTD
[REDACTED]	[REDACTED]	6,238.43 354.66			
Page Total		6,238.43 354.66 1	0.00 0.00	0.00 ER 0.00	0.00 0.00 ER
State Total		6,238.43 354.66	0.00 0.00	0.00 ER 0.00	0.00 0.00 ER

Screenshot of the COVA Quarterly State Tax Summary Report – Negative Wage Listing

Commonwealth of Virginia		QUARTERLY STATE TAX REPORT - NEGATIVE WAGE LISTING		Run Date: 05/28/2021 Run Time: 03:12 00	
Virginia 12/31/2019 1				Page No. 1 of 15	
Dept for Blind/Vision Impaired 8004 Franklin Farms Drive Richmond, VA 23229-5019					
Employer ID [REDACTED] SUT Rate					
		11,166.90 489.16	2,944.57- 5,541.54	0.00 ER	
SSN	Name	----- Withholding -----	----- Unemployment -----	----- Disability -----	----- VFDI/FLI/MLI/EIC -----
		TxGrs QTD Tax QTD	TxGrs QTD NL Gross QTD Tax QTD	TxGrs QTD Tax QTD	TxGrs QTD Tax QTD
Page Total		11,166.90 489.16	2,944.57- 5,541.54	0.00 ER 0.00	0.00 0.00 ER
State Total		11,166.90 489.16	2,944.57- 5,541.54	0.00 ER 0.00	0.00 0.00 ER



COVA Quarterly Tax Balances Audit Report (RPY227)

REVISED: 09/15/2021

DESCRIPTION:

This regulatory report compares the employee QTD tax balance with the sum of Tax Detail records from each payroll run for each tax class and tax jurisdiction, making it possible to verify that system computations are correct for these balances.

This quarterly report will be used by SPO and agencies to identify problems with the Quarterly Tax balances.

NAVIGATION PATH:

Navigator > Payroll for North America > U.S. Quarterly Processing > Quarterly Reports > COVA Tax Balance Audit

INPUT / SEARCH CRITERIA:

Balances for Year
Quarter
Company

OUTPUT FORMAT:

PDF

Screenshot of the COVA Quarterly Tax Balances Audit Report Run Control Page

COVA Tax Balance Audit

COVA Tax Balance Audit

Run Control ID COVA_Tax_Balance_Audit

[Report Manager](#) [Process Monitor](#) Run

COVA Tax Balance Audit

Balance ID CY

Balances for Year

Quarter

☐ Include 1042 Balances

1-1 of 1

View All

Company	Description		
1 <input type="text"/>		+	-

Save

Notify

Refresh

Add

Update/Display

ADDITIONAL INFORMATION:

Balances for Year and **Quarter** fields are required fields.

Rev 09/15/2021

Page 276 of 400



COVA State W-2 Tax Totals Summary Report (RPY264, TAX916ST)

REVISED: 09/15/2021

DESCRIPTION:

This regulatory report lists state W-2 data that is used to reconcile the W-2s. Produces a listing of state W-2 data used to reconcile the W-2s, and a listing of local W-2 data that is required by some local jurisdictions in lieu of receiving actual copies of individual W-2 forms.

NAVIGATION PATH:

Navigator > Payroll for North America > U.S. Annual Processing > W-2 Reporting > COVA State W-2 Tax Totals Rpt

INPUT / SEARCH CRITERIA:

Company

OUTPUT FORMAT:

PDF

Screenshot of the COVA State W-2 Tax Totals Summary Report Run Control Page

The screenshot shows the 'COVA State W-2 Tax Totals Report' run control page. At the top, there's a title bar with the report name and a 'New' link. Below the title bar, the report name is repeated. To the right of the report name is a 'Run' button. Below the report name, there are two links: 'Report Manager' and 'Process Monitor'. Below these links is a checkbox labeled 'Print Employee Detail Listing'. Below the checkbox is a 'Company Selection' section. This section contains a table with two columns: 'Company' and 'Description'. The table has one row with the number '1' in the 'Company' column. To the right of the table are two buttons: '+' and '-'. Below the table are two buttons: 'Save' and 'Notify'. At the bottom right of the page are two buttons: 'Add' and 'Update/Display'.

COVA State W-2 Tax Totals Report

COVA State W-2 Tax Totals Report

Run Control ID COVA_State_W-2_Tax_Totals_Rpt Report Manager Process Monitor Run

☐ Print Employee Detail Listing

Company Selection

Company	Description
1	


Save Notify Add Update/Display

ADDITIONAL INFORMATION:

This report has no required fields.



Screenshot of the COVA State W-2 Tax Totals Summary Report

 Report ID: VPYR0264	Commonwealth of Virginia COVA STATE W-2 TAX TOTALS SUMMARY REPORT	Run Date: 06/01/2021 Run Time: 12:47 00
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Page No. 1 of 5

W2 Rpt Company GOV Office of the Governor Tax Year 2019
Federal EIN 54-6001748

	Number of W-2 Statements	Total State Wages	Total State Income Tax	Total State EIC
MD	1	5438.94	309.01	
VA	64	3247574.29	164395.18	
W2 Rpt Company Totals:	65	3253013.23	164704.19	



COVA Suspense Reconciliation Register (RPY444)

REVISED: 09/15/2021

DESCRIPTION:

This is a Pay Period Report listing of all deductions, by company, posted to suspense accounts for special processing, such as journal entries, Agency to Agency (ATA), and vendor extracts.

NAVIGATION PATH:

Navigator > Payroll for North America > Payroll Processing USA > Pay Period Reports > COVA Suspense Recon Register

INPUT / SEARCH CRITERIA:

Pay Run ID
Company

OUTPUT FORMAT:

PDF

Screenshot of the Suspense Reconciliation Register Report Run Control Page

The screenshot shows the 'COVA Suspense Recon Register' report run control page. At the top, there is a navigation bar with a 'Cardinal Homepage' link and the report title 'COVA Suspense Recon Register'. Below this, a green tab labeled 'COVA Suspense Recon Register' is active. The main area displays 'Run Control ID' as 'COVA-Suspense_Recon_Register' and includes links for 'Report Manager' and 'Process Monitor', along with a 'Run' button. A 'Parameters' section contains a required '*Pay Run ID' field with a search icon. Below the parameters is a table with columns 'Company' and 'Description'. The table has one row with a search icon in the 'Company' column and '+' and '-' buttons in the 'Description' column. A 'Save' button is located at the bottom left of the form.

Company	Description
1	

ADDITIONAL INFORMATION:

Pay Run ID field is a required field.



Screenshot of the Suspense Reconciliation Register Report

Report ID: RPY444

Commonwealth of Virginia
Suspense Reconciliation Register As of: 04/09/2020

Run Date: 09/10/2021
Run Time: 01:28 00

Page No. 1 of 42

Company : ABC - Alcoholic Beverage Control
Paygroup : SL2 Semimonthly Law14 (FRITHU14)

Gross/Taxes/Deductions	DEDCD	GROSS/TAX AMT	DEDUCT AMT
GROSS EARNINGS		\$ 211,249.62	
FICA Med Hospital Ins / EE		\$ 2,932.13	
QASDI/Disability - EE		\$ 12,537.25	
Withholding		\$ 28,191.06	
457 Deferred Compensation	DEFCMP		\$ 4,985.00
Association 2	ASSOC2		\$ 152.75
COVA Health Aware	CVAHAN		\$ 391.00
CoVA Care	CVACRE		\$ 9,816.50
DOA Admin Fee for Misc Ins	DOAFEE		\$ 1.05
Employee Retirement DB	VALORS		\$ 9,537.30
Employee Retirement DB	VRSRET		\$ 208.10
Flex Administrative Fee	FLXFEE		\$ 14.70
Kaiser-Permanente HMO	KAISER		\$ 37.50
Medical FSA	FLXMED		\$ 372.00
Optional Group Life	OPTLIF		\$ 93.34
Posttax Misc Insurance	PSTTAX		\$ 213.80
Total Paygroup SL2 Amount			\$ 25,823.04



Deduction Amount Change Comparison Between Pay Periods Report (RPY089)

REVISED: 09/15/2021

DESCRIPTION:

This is a report that pulls Deduction Amount changes between the paysheet for the current pay period and what was processed for the previous pay period showing deduction name, current amount and previous amount and sorted by Empl ID.

The State Payroll Operations (SPO) will process payroll in Cardinal, but the Agency Fiscal Officers will review reports that show paycheck amounts and determine if amount changes need to be researched further.

NAVIGATION PATH:

Navigator > Payroll for North American > Payroll Processing USA > Pay Period Reports > Deduction Change Amount Report

INPUT / SEARCH CRITERIA:

Pay Run ID
Company Selection

OUTPUT FORMAT:

PDF

Screenshot of the Deduction Amount Change Comparison Between Pay Periods Report Run Control Page

The screenshot shows the 'Deduction Change Amount Report' run control page. At the top, there is a navigation bar with 'Cardinal Homepage' and 'Deduction Change Amount Report'. Below this, the 'Run Control ID' is 'Deduction_Change_Amount_Report', and there are links for 'Report Manager' and 'Process Monitor'. A 'Run' button is on the right. The 'Report Request Parameter(s)' section contains a 'Pay Run ID' field with a search icon. Below it is a 'Company Selection' section with a table. The table has columns for 'Company' and 'Description'. The first row shows '1' in the 'Company' column and a search icon in the 'Description' column. There are '+', '-', and 'View All' buttons. At the bottom, there are 'Save', 'Notify', 'Add', and 'Update/Display' buttons.

Company	Description
1	<input type="text"/>

ADDITIONAL INFORMATION:

Pay Run ID is a required field.



Screenshot of the Deduction Amount Change Comparison Between Pay Periods Report

CARDINAL		Commonwealth of Virginia		DEDUCTION AMOUNT CHANGE COMPARISON BETWEEN PAY PERIODS		Run Date: 06/02/2021				
Report ID: RPY089						Run Time: 12:19 00				
Company: UMW - University of Mary Washington						Page No. 2 of 2				
Current Pay End Date: 10-NOV-2019										
Prior Pay End Date: 27-OCT-2019										
Empl ID	Empl Rcd	Empl Status	Name	Department ID	Deduction Type	Deduction Class	Plan Type	Current Amount	Prior Amount	Reason Deduct Not Taken
0	A			501201	Pound 2	A	00	10.00	0.00	
0	A			205701	Def Comp	B	49	125.00	0.00	
0	A			205500	Pound 1	A	00	312.50	0.00	
0	A			205001	Admn Fee	A	00	0.35	0.00	
0	A			205001	Annuity	B	46	600.00	0.00	



Deduction Vendor Remittance Report (RPY380)

REVISED: 09/15/2021

DESCRIPTION:

This Deduction Vendor Remittance report can be pulled by vendor and check date and will include deduction and vendor information

NAVIGATION PATH:

Navigator > Payroll for North America > Payroll Processing USA > Pay Period Reports > Deduction Vendor Remittance Rpt

INPUT / SEARCH CRITERIA:

Pay Run ID
Pay Check Date From/To
Vendor ID
Company
Summary or Detail (radio button)

OUTPUT FORMAT:

PDF

Screenshot of the Deduction Vendor Remittance Report Run Control Page

The screenshot displays the 'Deduction Vendr Remittance Rpt' Run Control page. The page has a dark blue header with the report name. Below the header, there's a breadcrumb trail: 'Deduction Vendr Remittance Rpt'. The main area contains several sections for input criteria:

- Date:** Includes a 'Personalize | Find | View All' menu, a table with 'Pay Run ID' and 'Description' columns, and a search bar. Below this, there are 'Pay Check Date From' and 'Pay Check Date To' fields.
- OR**
- Vendor:** Includes a 'Personalize | Find | View All' menu, a table with 'Vendor ID' and 'Description' columns, and a search bar.
- Company:** Includes a 'Personalize | Find | View All' menu, a table with 'Company' and 'Description' columns, and a search bar.
- Level:** Includes radio buttons for 'Summary' and 'Detail'.


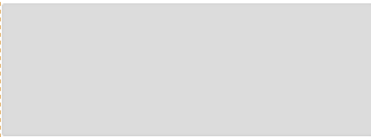
At the bottom of the page, there are three buttons: 'Save', 'Add', and 'Update/Display'. A 'Run' button is also visible in the top right corner.

ADDITIONAL INFORMATION:

Pay Run ID or Pay Check Data From/To fields are required fields.



Screenshot of the Deduction Vendor Remittance Report

 Report ID: RPY380		Commonwealth of Virginia DEDUCTION VENDOR REMITTANCE		Run Date: 01/11/2021 Run Time: 03:56 00		
Pay Check Date From: 01/01/2020 To: 04/30/2020 Vendor ID: 0001382066 UNITED WAY OF HAMPTON Detail		Page No. 143 of 152				
		WSE	CVC	P0000390	20.00	\$
		WSE	CVC	P0000390	50.00	\$
		WSE	CVC	P0000390	20.00	\$
		WSE	CVC	P0000390	25.00	\$
		WSE	CVC	P0000390	30.00	\$
Company Total		145.00				
Vendor Total		1,454.18				
Deduction/Benefit Code Totals						
CVC		1,454.18				



Employees not Processed in Current Payroll Report (RPY141)

REVISED: 09/15/2021

DESCRIPTION:

Reports employee hours and earnings that were not processed for the pay period.

This report displays a list of employees who were bypassed during the pay calculation process. For each employee listed, the report sorts the unprocessed hours and earnings by regular, overtime, and other earnings. Totals at the bottom of the report are calculated for the paygroup and pay period for each company including a grand total for all companies.

NAVIGATION PATH:

Navigator > Payroll for North America > Payroll Processing USA > Produce Payroll > COVE EE Not Processed Report

INPUT / SEARCH CRITERIA:

Pay Run ID

Company

OUTPUT FORMAT:

PDF

Screenshot of the Employees not Processed In Current Payroll Report Run Control Page

The screenshot shows the 'Employees Not Processed Report' run control page. At the top, there is a 'Process List' button and the report title. Below the title, there is a tab labeled 'COVA EE Not Proc'. The main heading is 'Employees Not Processed Report'. The 'Run Control ID' is set to 'Ee_Not_Processed_Report', and the 'Language' is set to 'English'. There are buttons for 'Report Manager', 'Process Monitor', and 'Run'. Below this, there is a 'Report Request Parameter(s)' section with a 'Pay Run ID' field and a search icon. A table with columns 'Company' and 'Description' is shown, with a single row containing the number '1'. Navigation buttons like 'Personalize', 'Find', 'View All', 'First', '1 of 1', and 'Last' are present. At the bottom, there are 'Save', 'Add', and 'Update/Display' buttons.


Company	Description
1	

ADDITIONAL INFORMATION:

Pay Run ID field is a required field.



Screenshot of the Employees not Processed In Current Payroll Report



Report ID: RPY141

Commonwealth of Virginia

EMPLOYEES NOT PROCESSED IN CURRENT PAYROLL

Run Date: 06/02/2021

Run Time: 02:22 00

Company: CJS Dept of Criminal Justice Svcs

Pay Period End:04/10/2021

Pay Group TR1 Training Test Paygroup 1

Page No. 1 of 3

Employee Name	Employee ID	Dept Id	Business Unit	Page/Line/Addl	<----- REGULAR ----->		<- OVERTIME ->		<----- OTHER ----->	
					Hours	Earnings	Hours	Type	Hours	Earnings
		10230	14000	1 1						
		10230	14000	1 1 1						
		10320	14000	2 1						
		10320	14000	2 1 1						
		10320	14000	2 2						
		10320	14000	2 2 1						
		10320	14000	2 3						
		10320	14000	2 3 1						
		10330	14000	3 1						
		10330	14000	3 1 1						



Employee SSN Verification Report (TAX109)

]
REVISED: 09/15/2021

DESCRIPTION:

This regulatory report creates an electronic file used to submit employee name and Social Security Number (SSN) information to the Social Security Administration for verification.

This calendar year-end report is used by SPO and agencies. This report can be run more than once a year.

NAVIGATION PATH:

Navigator > Payroll for North America > US Annual Processing > Year End/New Year Preparation Pay Period Reports > Employee SSN Verification

INPUT / SEARCH CRITERIA:

Processing Options
From Date
To Date

OUTPUT FORMAT:

PDF

Screenshot of the Employee SSN Verification Report Run Control Page

The screenshot shows the 'Employee SSN Verification' run control page. At the top, there is a navigation bar with a back arrow and 'Cardinal Homepage' on the left, and 'Employee SSN Verification' on the right. Below the navigation bar, the page title 'Employee SSN Verification' is displayed. To the right of the title, there is a 'Run Control ID' field with the value '01', and two links: 'Report Manager' and 'Process Monitor'. A 'Run' button is located to the right of these links. Below the 'Run Control ID' field, there is a section titled 'Processing Options' with four radio button options: 'Within Selected Hire Dates' (selected), 'Within Selected Companies', 'Within Selected Paygroups', and 'Balance Year'. Below the 'Processing Options' section, there is a section titled 'Selection Criteria' with a sub-section titled 'Hire Dates'. This sub-section contains two date pickers: 'From Date' and 'End Date'. At the bottom of the page, there is a row of buttons: 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and 'Update/Display'.

ADDITIONAL INFORMATION:

The **From Date** and **End Date** fields are required fields.



Screenshot of the Employee SSN Verification Report

Report ID: TAX109		PeopleSoft EMPLOYEE SSN VERIFICATION RPT			Page No. 1 Run Date 09/10/2021 Run Time 08:16:10	
Social Sec Nbr	Empl ID	Last Name	First Name	Middle Name/Initial	Date of Birth	Gender
						F
						M
						M
						F
						F
						M
						F
						F
						F
						F
						M
						M
						M
						M
						M
						F
						F
						F
						M
						M
						M
						F
						M
						M
						M
						F



FBMC Deduction Extract Report (RPY458)

REVISED: 09/15/2021

DESCRIPTION:

This Extract audit report for semi-monthly outbound vendor file to Third-Party Administrator, currently Fringe Benefits Management Company (FBMC), for miscellaneous insurance and annuity deductions.

NAVIGATION PATH:

Navigator > Payroll for N/A > Payroll Processing USA > Pay Period Reports > FBMC Deduction Extract Report

INPUT / SEARCH CRITERIA:

Company
Run to CSV (checkbox)
From Check Date
Check Thru Date

OUTPUT FORMAT:

PDF

Screenshot of the FBMC Deduction Extract Report Run Control Page


The screenshot shows the 'FBMC Deduction Extract Report' run control page. At the top, there is a header bar with the title 'FBMC Deduction Extract Report'. Below this, a green button labeled 'FBMC Deductions Extract Report' is visible. The main area contains a 'Run Control ID' field with the value 'FBMC_Deductions_Extract_Report'. To the right of this field are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. Below these elements is a section titled 'Report Request Parameters'. This section contains a 'Company' field with a search icon, a checkbox for 'Run to CSV', and a 'Date Selection' section. The 'Date Selection' section includes two date pickers: '*From Check Date' and '*Check Thru Date'. At the bottom of the page, there are four buttons: 'Save', 'Notify', 'Add', and 'Update/Display'.

ADDITIONAL INFORMATION:

From Check Date field and Check Thru Date field are required fields.



Screenshot of the FBMC Deduction Extract Report



Report ID: RPY458

Commonwealth of Virginia

FBMC DEDUCTION EXTRACT REPORT

Run Date: 09/08/2021
Run Time: 12:36 00

COMPANY: DOT - VA Dept of Transportation

Page No. 1 of 55

FOR CHECKS DATED 12/30/2019 - 06/01/2020

CHECK DT	EMPLID	NAME	ANNUTY EE A/T	ANNUTY EE B/T	ANNUTY ER NONTAX	PSTTAX	TPAFEE
12/31/2019			\$ 0.00	\$ 0.00	\$ 0.00	\$ 8.66	\$ 0.00
12/31/2019			\$ 0.00	\$ 0.00	\$ 0.00	\$ 6.55	\$ 0.00
12/31/2019			\$ 0.00	\$ 0.00	\$ 0.00	\$ 35.00	\$ 0.00
12/31/2019			\$ 0.00	\$ 0.00	\$ 0.00	\$ 55.06	\$ 0.00
Check Date Total:			\$ 0.00	\$ 0.00	\$ 0.00	\$ 105.27	\$ 0.00
01/16/2020			\$ 0.00	\$ 0.00	\$ 0.00	\$ 385.10	\$ 0.00
Check Date Total:			\$ 0.00	\$ 0.00	\$ 0.00	\$ 385.10	\$ 0.00
01/31/2020			\$ 0.00	\$ 0.00	\$ 0.00	\$ 385.10	\$ 0.00
01/31/2020			\$ 0.00	\$ 0.00	\$ 0.00	\$ 195.76	\$ 0.00
01/31/2020			\$ 0.00	\$ 0.00	\$ 0.00	\$ 6.55	\$ 0.00



Federal Liability by State Report (TAX014)

REVISED: 09/15/2021

DESCRIPTION:

This regulatory report displays federal withholding and liability (Employer and Employee FICA plus withholding) for each state. This report is used by SPO only.

NAVIGATION PATH:

Navigator > Payroll for North America > Pay Period Tax Reports USA > Federal Liability by State

INPUT / SEARCH CRITERIA:

Pay Run ID or Off-Cycle Pay Calendar
Payroll Cycle (checkboxes)
Company Selection

OUTPUT FORMAT:

PDF

Screenshot of the Federal Liability by State Report Run Control Page

The screenshot shows the 'Federal Liability by State Report' run control page. At the top, there is a navigation bar with a link to 'Cardinal Homepage' and the report title 'Federal Liability by State Report'. Below the title, the 'Run Control ID' is 'Federal_Liability_by_State', and there are links for 'Report Manager' and 'Process Monitor'. A 'Run' button is located on the right. The 'Process Request Parameter(s)' section contains two main areas: 'On-Cycle Run' and 'Off-Cycle Pay Calendar'. The 'On-Cycle Run' area has a 'Pay Run ID' field with a search icon. The 'Off-Cycle Pay Calendar' area has fields for 'Company', 'Pay Group', 'Pay End Date' (with a search icon), and 'Process Page' (with a 'Thru' field). Below these is the 'Payroll Cycle' section with radio buttons for 'On-Cycle', 'Off-Cycle', and 'Both' (which is selected). At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

< Cardinal Homepage Federal Liability by State Report

Federal Liability by State Report

Run Control ID: Federal_Liability_by_State Report Manager Process Monitor Run

Process Request Parameter(s)

On-Cycle Run

Pay Run ID

Off-Cycle Pay Calendar

Company

Pay Group

Pay End Date

Process Page Thru

Payroll Cycle

☐ On-Cycle ☐ Off-Cycle ☒ Both

Save Notify Add Update/Display

ADDITIONAL INFORMATION:

Pay Run ID field is a required field.



Federal Tax Summary (TAX010FD)

REVISED: 09/15/2021

DESCRIPTION:

This regulatory report lists summary period-to-date income tax withheld, FICA, Advance Earned Income Credits (EIC) payments, Medicare, Additional Medicare, and Non Resident Alien Tax 1042 Agency quarterly certification.

This quarterly report is used by SPO to balance to 941 reporting.

NAVIGATION PATH:

Navigator > Payroll for North America > Pay Period Tax Reports USA > Federal Tax Summary

INPUT / SEARCH CRITERIA:

Balances for Year
Quarter
Period

OUTPUT FORMAT:

PDF

Screenshot of the Federal Tax Summary Report Run Control Page

The screenshot shows the 'Federal Tax Summary Report' run control page. At the top, there is a navigation bar with a link to 'Cardinal Homepage' and the title 'Federal Tax Summary Report'. Below the title, the 'Run Control ID' is 'Federal_Tax_Summary'. To the right of the ID are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. The 'Report Request Parameter(s)' section contains three input fields: 'Balances for Year', 'Quarter or', and 'Period', each with a search icon. At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

ADDITIONAL INFORMATION:

Balances for Year field is required and also **Quarter** field or **Period** field is a required field.



Screenshot of the Federal Tax Summary Report

Report ID: TAX010FD		PeopleSoft QUARTERLY FEDERAL TAX SUMMARY REPORT 4th Quarter 2020					Page No. 1 Run Date 08/10/2021 Run Time 09:53:33	
Company ABC Alcoholic Beverage Control								
Federal EIN: 54-6001702								
		Employee Taxable Wages	Employee Tax	Employee NL Wages	Employer Taxable Wages	Employer Tax	Employer NL Wages	
Jurisdiction: U.S. excluding Puerto Rico & Territories								
U.S. Federal Income Tax [H]	QTD							
	YTD	102,528,351.81	29,928,330.35					
FICA/OASDI [D,E]	QTD							
	YTD	31,159,106.00	1,931,862.02	104,199,195.06	31,159,106.00	1,931,864.74	104,199,195.06	
FICA/OASDI Tips [G,J]	QTD							
	YTD							
FICA Medicare [F,Q]	QTD							
	YTD	104,199,195.06	1,510,886.23	104,199,095.06	104,199,195.06	1,510,888.32	104,199,195.06	
FICA Medicare Tips [T,Z]	QTD							
	YTD							
Additional Medicare Tax [7]	QTD							
	YTD	72,915,489.06	656,239.40	72,915,489.06				
Non Resident Alien Tax 1042 [A]	QTD							
	YTD							



Fiscal YTD Employee Earnings, Deductions, and Taxes Totals Report (RPY134)

REVISED: 09/15/2021

DESCRIPTION:

This is a report that pulls employee earnings, deductions, and tax cumulative amounts within a company for the specified date range.

NAVIGATION PATH:

Navigator > Payroll for North America > Payroll Processing USA > Pay Period Reports > Fiscal YTD Earnings-Ded-Tax Report

INPUT / SEARCH CRITERIA:

Company

OUTPUT FORMAT:

PDF

Screenshot of the Fiscal YTD Employee Earnings, Deductions, and Taxes Totals Report Run Control Page

The screenshot shows the 'Fiscal YTD Earnings-Ded-Tax Rpt' Run Control page. At the top, there is a 'Process List' button and the report title. Below this, the 'Fiscal YTD Earnings-Ded-Tax Rpt' is selected. The 'Run Control ID' is 'Fiscal_YTD_Earns_Ded_Tax_Rpt'. There are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. The 'Fiscal YTD Earnings-Ded-Tax Report Request Parameters' section contains a '*Fiscal Year' field. Below this is a table with columns 'Company' and 'Description'. The table has one row with '1' in the 'Company' column. At the bottom, there are buttons for 'Save', 'Add', and 'Update/Display'.

Process List

Fiscal YTD Earnings-Ded-Tax Rpt

Fiscal YTD Earnings-Ded-Tax Rpt

Run Control ID: Fiscal_YTD_Earns_Ded_Tax_Rpt

Report Manager Process Monitor

Run

Fiscal YTD Earnings-Ded-Tax Report Request Parameters

*Fiscal Year

Personalize Find View All First 1 of 1 Last

Company	Description
1	

Save Add Update/Display

ADDITIONAL INFORMATION:

Fiscal year field is a required field.

Screenshot of the Fiscal YTD Employee Earnings, Deductions, and Taxes Totals Report

[illegible]



FSA Deduction Extract Report (RPY457)

REVISED: 09/15/2021

DESCRIPTION:

This Flexible Spending Account (FSA) audit report extracts semi-monthly outbound vendor file to PayFlex Flexible Reimbursement Account Plans. Report is grouped by Non-Paid Adjustment Amounts, Negative Amounts, and all other Remittance File Detail amounts.

NAVIGATION PATH:

Navigator > Payroll for North America > Payroll Processing USA > Pay Period Reports > FSA Deduction Extract Report

INPUT / SEARCH CRITERIA:

From Check Date
To Check Date
Run by CSV (checkbox)
Company

OUTPUT FORMAT:

Excel
CSV

Screenshot of the FSA Deduction Extract Report Run Control Page

The screenshot shows the 'FSA Deduction Extract Report' Run Control page. At the top, there is a 'Process List' tab and a 'Run Control ID' field with the value '115'. To the right are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. Below this is the 'Report Request Parameters' section, which includes fields for '*From Check Date' and '*To Check Date', each with a calendar icon, and a checkbox for 'Run To CSV'. Below these fields is a table with columns 'Company' and 'Description'. The table has one row with the number '1' in the 'Company' column. To the right of the table are navigation controls: '<<', '<', '1-1 of 1', '>', '>>', and a 'View All' link. At the bottom of the page are several buttons: 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Add', and 'Update/Display'.


Company	Description
1	

ADDITIONAL INFORMATION:

From Check Date and **To Check Date** fields are required fields.



Screenshot of the FSA Deduction Extract Report

 Report ID: RPY457		Commonwealth of Virginia FSA DEDUCTION EXTRACT REPORT		Run Date: 11/22/2020 Run Time: 12:53 00	
COMPANY: ABC - Alcoholic Beverage Control				Page No. 1 of 62	
FOR CHECKS DATED 03/16/2020 - 03/20/2020					
CHECK DT	EMPLID	NAME	FLXPER	FLXMGD	FLXNDCE
03/16/2020			\$ 2.10	\$ 92.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 100.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 25.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 10.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 50.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 75.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 83.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 0.00	\$ 208.00
03/16/2020			\$ 2.10	\$ 50.00	\$ 50.00
03/16/2020			\$ 2.10	\$ 50.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 60.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 25.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 10.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 10.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 0.00	\$ 208.00
03/16/2020			\$ 2.10	\$ 38.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 55.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 25.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 16.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 112.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 50.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 108.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 15.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 50.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 100.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 112.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 0.00	\$ 85.00
03/16/2020			\$ 2.10	\$ 112.00	\$ 125.00
03/16/2020			\$ 2.10	\$ 50.00	\$ 150.00
03/16/2020			\$ 2.10	\$ 112.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 10.00	\$ 10.00
03/16/2020			\$ 2.10	\$ 35.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 20.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 32.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 112.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 50.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 25.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 112.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 80.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 90.00	\$ 208.00
03/16/2020			\$ 2.10	\$ 20.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 50.00	\$ 0.00
03/16/2020			\$ 2.10	\$ 110.00	\$ 0.00



HR Accounting Line Reconciliation Report (RPY447)

REVISED: 09/15/2021

DESCRIPTION:

This report is an HR Accounting Line to General Ledger (GL) Reconciliation report. This report reads HR accounting line detail and creates company totals by revenue, Accounts Payable 3rd Party checks, ATA funds, Suspense funds or expenditure categories and includes statewide Grand Totals.

NAVIGATION PATH:

Navigator > Payroll for North America > Payroll Distribution > GL Interface Reports > HR Accounting Line Recon

INPUT / SEARCH CRITERIA:

Run Date From
Run Date To
Business Unit

OUTPUT FORMAT:

PDF

Screenshot of the HR Accounting Line Reconciliation Report Run Control Page

The screenshot shows the 'HR Accounting Line Recon' run control page. At the top, there is a navigation bar with a back arrow and 'Cardinal Homepage' on the left, and 'HR Accounting Line Recon' on the right. Below the navigation bar, the 'Run Control ID' is 'HR_Accounting_Line_Recon'. To the right of this are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. The main section is titled 'Report Request Parameters'. It contains two sub-sections: 'Run Date Selection' and 'Business Unit Selection'. The 'Run Date Selection' section has two date pickers labeled '*Run Date From' and '*Run Date To'. The 'Business Unit Selection' section has a search bar, a table with columns 'Business Unit' and 'Agency Description', and a '1-1 of 1' dropdown. The table has one row with a search icon in the 'Business Unit' column and '+' and '-' buttons in the 'Agency Description' column. At the bottom, there are buttons for 'Save', 'Refresh', 'Add', and 'Update/Display'.

Cardinal Homepage HR Accounting Line Recon

Run Control ID HR_Accounting_Line_Recon Report Manager Process Monitor Run

Report Request Parameters

Run Date Selection

*Run Date From *Run Date To

Business Unit Selection

1-1 of 1

Business Unit	Agency Description
1	


Save Refresh Add Update/Display

ADDITIONAL INFORMATION:

Run Date From and Run Date To fields are required fields.



Screenshot of the HR Accounting Line Reconciliation Report

 Report ID: RPY447		Commonwealth of Virginia HR ACCOUNTING LINE RECON	Run Date: 08/23/2021 Run Time: 01:10 00
Business Unit: 50100 - VA Dept of Transportation		Page No. 1 of 10	
From Date: 10/01/2019			
Thru Date: 12/31/2019			
Run Date: 10/10/2019			
ASSETS			
Account	Amount		
Total Assets:	0.00		
LIABILITIES			
Account	Amount		
Total Liabilities:	0.00		
EXPENDITURES			
Account	Amount		
5011410	0.00		
5011430	0.00		
Total Expenditures:	0.00		
REVENUE			
Account	Amount		
Total Revenue:	0.00		



ICMA-RC Deduction Extract Report (RHR144)

REVISED: 09/15/2021

DESCRIPTION:

This report will display employee-level deduction data that is used for auditing purposes by SPO and agencies to monitor deductions submitted to International City/County Management Association (ICMA-RC).

NAVIGATION PATH:

Navigator > Payroll for North America > Payroll Processing USA > Pay Period Reports > ICMA-RC Extract Report

INPUT / SEARCH CRITERIA:

Company
From Check Date
To Check Date
Suppress Totals for CSV (check box)

OUTPUT FORMAT:

PDF

Screenshot of the ICMA-RC Deduction Extract Report Run Control Page

The screenshot shows the 'COVA-ICMA-RC Extract Report' interface. At the top, there is a navigation bar with a '< Process List' link and the report title. Below this, a green tab labeled 'ICMA-RC Extract Report' is active. The main area contains a 'Run Control ID' field with the value 'lls'. To the right of this field are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. Below these elements is a large white box containing search criteria: 'Company (Leave Blank for All)' with a search icon, '*From Check Date' with a calendar icon, '*To Check Date' with a calendar icon, and a checkbox for 'Suppress Totals for CSV'. At the bottom of the page, there are four buttons: 'Save' (green), 'Notify' (grey), 'Add' (grey), and 'Update/Display' (grey).

ADDITIONAL INFORMATION:

From Check Date and **To Check Date** fields are required fields.



Screenshot of the ICMA-RC Deduction Extract Report

Report ID: RHR144

Commonwealth of Virginia
ICMA-RC DEDUCTION EXTRACT REPORT

Run Date: 09/22/2021
Run Time: 10:59 00

-----DEDUCTION CLASSIFICATIONS-----
FOR CHECKS DATED 04/01/2020 - 04/30/2020

Page No. 1 of 294

Report ID: RHR144
Company: ABC

CHECK DT	EMPLID	NAME	HYBMDC	EE B/T	HYBVDC EE B/T	ER NONTAX
04/16/20				16.27	0.00	16.27
04/16/20				26.55	0.00	26.55
04/16/20				14.56	0.00	14.56
04/16/20				18.61	0.00	18.61
04/16/20				42.81	0.00	42.81
04/16/20				53.69	0.00	53.69
04/16/20				38.53	0.00	38.53
04/16/20				15.79	0.00	15.79
04/16/20				17.50	0.00	17.50
04/16/20				15.88	0.00	15.88
04/16/20				16.36	0.00	16.36
04/16/20				10.78	0.00	10.78
04/16/20				49.23	0.00	49.23
04/16/20				26.10	0.00	26.10
04/16/20				10.78	0.00	10.78
04/16/20				21.44	0.00	21.44
04/16/20				14.13	0.00	14.13
04/16/20				10.78	0.00	10.78
04/16/20				10.78	0.00	10.78
04/16/20				10.78	0.00	10.78
04/16/20				13.35	0.00	13.35
04/16/20				28.68	0.00	28.68
04/16/20				23.55	0.00	23.55
04/16/20				12.84	0.00	12.84
04/16/20				44.95	0.00	44.95
04/16/20				10.78	0.00	10.78
04/16/20				16.49	0.00	16.49
04/16/20				36.39	0.00	36.39
04/16/20				32.50	0.00	32.50
04/16/20				10.78	0.00	10.78
04/16/20				14.94	0.00	14.94
04/16/20				19.85	0.00	19.85
04/16/20				13.33	0.00	13.33
04/16/20				21.88	0.00	21.88
04/16/20				29.11	0.00	29.11
04/16/20				10.78	0.00	10.78
04/16/20				15.00	0.00	15.00
04/16/20				19.27	0.00	19.27



Minnesota Life Deduction Extract Report (RHR145)

REVISED: 09/15/2021

DESCRIPTION:

This report will display employee-level deduction data that is used for auditing purposes by SPO and agencies to monitor deductions submitted to Minnesota Life in the Minnesota Life Extract

NAVIGATION PATH:

Navigator > Payroll for North America > Payroll Processing USA > Pay Period Reports > MN Life Deductions Extract Report

INPUT / SEARCH CRITERIA:

Company
From Check Date
To Check Date
Run to CSV (checkbox)

OUTPUT FORMAT:

PDF

Screenshot of the Minnesota Life Deduction Extract Report Run Control Page


The screenshot shows the 'MN Life Deductions Extr Report' page. At the top, there is a navigation bar with a link to 'Cardinal Homepage' and the report title. Below the title, a tab labeled 'Minnesota Life Deductions Rpt' is active. The main content area displays the 'Run Control ID' as 'MN_Life_Deductions_Extr_Report'. To the right of the ID are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. Below this, there is a search form with fields for 'Company' (with a search icon), '*From Check Date' (with a calendar icon), and '*To Check Date' (with a calendar icon). A 'Run To CSV' checkbox is also present. At the bottom of the form are three buttons: 'Save', 'Add', and 'Update/Display'.

ADDITIONAL INFORMATION:

From Check Date and To Check Date fields are required fields.



Screenshot of the Minnesota Life Deduction Extract Report

 Report ID: RHR145		Commonwealth of Virginia MINNESOTA LIFE DEDUCTION EXTRACT REPORT		Run Date: 09/22/2021 Run Time: 10:48 00	
Report ID: RHR145 Company: ABC		FOR CHECKS DATED 04/01/2020 - 04/30/2020		Page No. 1 of 124	
CHECK DT	EMPLID	NAME	DECD	EE A/T	
04/16/20			OPTLIF	50.00	
04/16/20			OPTLIF	16.00	
04/16/20			OPTLIF	2.00	
04/16/20			OPTLIF	9.56	
04/16/20			OPTLIF	1.40	
04/16/20			OPTLIF	4.50	
04/16/20			OPTLIF	49.26	
04/16/20			OPTLIF	21.78	
04/16/20			OPTLIF	4.96	
04/16/20			OPTLIF	59.16	
04/16/20			OPTLIF	30.36	
04/16/20			OPTLIF	28.50	
04/16/20			OPTLIF	1.83	
04/16/20			OPTLIF	27.12	
04/16/20			OPTLIF	10.20	
04/16/20			OPTLIF	3.19	
04/16/20			OPTLIF	5.76	
04/16/20			OPTLIF	8.64	
04/16/20			OPTLIF	40.00	
04/16/20			OPTLIF	3.72	
04/16/20			OPTLIF	26.40	
04/16/20			OPTLIF	1.85	
04/16/20			OPTLIF	28.71	
04/16/20			OPTLIF	3.55	
04/16/20			OPTLIF	46.53	
04/16/20			OPTLIF	3.20	
04/16/20			OPTLIF	6.51	
04/16/20			OPTLIF	1.60	
04/16/20			OPTLIF	20.46	
04/16/20			OPTLIF	0.75	
04/16/20			OPTLIF	8.20	
04/16/20			OPTLIF	12.08	
04/16/20			OPTLIF	24.51	
04/16/20			OPTLIF	60.54	
04/16/20			OPTLIF	14.85	
04/16/20			OPTLIF	5.04	
04/16/20			OPTLIF	2.88	
04/16/20			OPTLIF	8.51	



Minnesota Life Upload Error Report

REVISED: 09/15/2021

DESCRIPTION:

This report lists employee Optional Group Life Insurance changes which could not be updated by the Optional Group Life Premium interface, the reason for the error, and all other changes which were successfully loaded to Cardinal.

NAVIGATION PATH:

Navigator > Payroll for North America > Payroll Processing USA > Pay Period Reports > Minnesota Life Upload Err Rpt

INPUT / SEARCH CRITERIA:

From Date
To Date
Company

OUTPUT FORMAT:

PDF

Screenshot of the Minnesota Life Upload Error Report Run Control Page

Minnesota Life Upload Error Report

Run Control ID 0001Report ManagerProcess MonitorRun

Report Request Parameter(s)

*From Date *To Date

1-1 of 2View All

	Company	Description		
1			+	-

SaveReturn to SearchPrevious in ListNext in ListAddUpdate/Display

ADDITIONAL INFORMATION:

From Date and **To Date** fields are required fields.



Screenshot of the Minnesota Life Upload Error Report

Commonwealth of Virginia

MINNESOTA LIFE UPLOAD ERROR REPORT

Run Date: 09/10/2021
Run Time: 09:15 00

Company: (Non-Payroll)
Process Date Range: 01/01/2020 - 12/31/2020

Page No. 1 of 8

<u>EMPLID</u>	<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>EFFDT</u>	<u>DED AMT</u>	<u>ERROR MESSAGE</u>
			01/01/2020	11.00	This Employee has duplicate row in the input file.
			01/01/2020	11.00	Invalid SSN
			01/01/2020	11.00	Employee Not Found
			01/01/2020	11.00	This Employee has duplicate row in the input file.
			01/01/2020	11.00	Invalid SSN
			01/01/2020	11.00	Employee Not Found
			01/01/2020	11.00	Invalid SSN
			01/01/2020	11.00	This Employee has duplicate row in the input file.
			01/01/2020	11.00	Employee Not Found
			01/01/2020	13.00	Invalid SSN
			01/01/2020	13.00	This Employee has duplicate row in the input file.
			01/01/2020	13.00	Employee Not Found
			01/01/2020	16.00	Invalid SSN
			01/01/2020	16.00	This Employee has duplicate row in the input file.
			01/01/2020	16.00	Employee Not Found
			01/01/2020	14.00	This Employee has duplicate row in the input file.
			01/01/2020	14.00	Invalid SSN
			01/01/2020	14.00	Employee Not Found
			01/01/2020	15.00	This Employee has duplicate row in the input file.
			01/01/2020	15.00	Invalid SSN
			01/01/2020	15.00	Employee Not Found
			01/01/2020	16.00	Invalid SSN
			01/01/2020	16.00	This Employee has duplicate row in the input file.
			01/01/2020	16.00	Employee Not Found
			01/01/2020	11.00	Invalid SSN
			01/01/2020	11.00	This Employee has duplicate row in the input file.
			01/01/2020	11.00	Employee Not Found
			01/01/2020	11.00	Invalid SSN
			01/01/2020	11.00	This Employee has duplicate row in the input file.
			01/01/2020	11.00	Employee Not Found
			01/01/2020	.00	This Employee has duplicate row in the input file.
			01/01/2020	.00	Invalid SSN
			01/01/2020	.00	No value provided for required field: SSN (Minnesota Optional Life Upload



Multiple Worksite Report (TAX004)

REVISED: 09/15/2021

DESCRIPTION:

This regulatory report lists each tax location used to calculate the employees' work taxes. The tax location is considered a worksite when completing the information on the federally mandated Multiple Worksite report (BLS-3020) or state variations.

Every quarter, SPO produces the Multiple Worksite Report (TAX004) for the calendar year and calendar quarter specified on the run control page. The Multiple Worksite Report provides the employee count as of the 12th of the last month in the quarter and the total State Unemployment Insurance (SUI) wages paid in the quarter per worksite. Both a file and a report are generated.

NAVIGATION PATH:

Navigator > Payroll for North America > U.S. Quarterly Processing > Quarterly Reports > Multiple Worksite

INPUT / SEARCH CRITERIA:

Balances for Year
Quarter

OUTPUT FORMAT:

PDF

Screenshot of the Multiple Worksite Report Run Control Page

The screenshot shows the 'Multiple Worksite Report' run control page. At the top, there is a navigation bar with a link to 'Cardinal Homepage' and the title 'Multiple Worksite Report'. Below the title, the page is titled 'Multiple Worksite Report'. The main area contains a 'Run Control ID' field with the value 'Multiple_Worksite'. To the right of this field are two links: 'Report Manager' and 'Process Monitor'. Further right is a 'Run' button. Below the 'Run Control ID' field, there are two search criteria: 'Balance ID' and 'CY'. The 'Balance ID' field has a dropdown menu with 'Balances for Year' selected. The 'CY' field has a dropdown menu with 'Calendar Year' selected. Below these fields are two search buttons, each with a magnifying glass icon. At the bottom of the page, there are four buttons: 'Save', 'Notify', 'Add', and 'Update/Display'.

ADDITIONAL INFORMATION:

This report has no required fields; however, it is recommended that you complete the **Year** field.



Screenshot of the Multiple Worksite Report

Report ID: RPY241

Commonwealth of Virginia

MULTIPLE WORKSITE REPORT

Run Date: 09/07/2021

Run Time: 04:06 00

Company SOV Senate of Virginia

Quarter 1, 2020

Fed EIN: 54-6001767

VIRGINIA UI Number: 000008001006

Page No. 109 of 117

Worksite (or Trade) Name Street Address UI-Rpt-Cd Tax-Locatn Short-Desc -----	Employees in Pay Period Which Includes the 12th of Jan Feb Mar -----			Total Quarterly Wages Of Worksite -----
Accomack Senate of Virginia Fiscal Office PO Box 396 Richmond, VA 23218 001 001	1	1	1	17,730
Richmond (City) Senate of Virginia Fiscal Office PO Box 396 Richmond, VA 23218 760 760 760	178	178	138	2,086,585
Staunton Senate of Virginia Fiscal Office PO Box 396 Richmond, VA 23218 790 790	0	0	1	6,167
State Total	179	179	140	2,110,482
Company Total (All States)	179	179	140	2,110,482



Net Negatives by Employee/Vendor Report (RPY383)

REVISED: 09/15/2021

DESCRIPTION:

This quarterly report identifies negative employee deduction amounts shown on the Accounts Payable (AP) Extract Line Detail for a Pay Run ID grouped by vendor. This report is used by SPO.

NAVIGATION PATH:

Navigator > Payroll for North America > Payroll Processing USA > Pay Period Reports > Net Negatives by Emp/Vendr Rpt

INPUT / SEARCH CRITERIA:

Begin Check Date
End Check Date
Vendor

OUTPUT FORMAT:

PDF

Screenshot of the Net Negatives by Employee/Vendor Report Run Control Page

The screenshot shows the 'Net Negatives by Emp/Vendr Rpt' Run Control page. At the top, there is a breadcrumb trail: '< Cardinal Homepage'. The page title is 'Net Negatives by Emp/Vendr Rpt'. Below the title, there is a 'Run Control ID' field with the value 'Nte_Negatives_by_Emp/Vendr_Rpt'. To the right of this field are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. Below these elements is a section titled 'Report Request Parameters'. This section contains two date pickers: '*Begin Check Date' and '*End Check Date'. Below the date pickers is a 'Vendor Selection' section. This section includes a search bar with a magnifying glass icon, a dropdown menu showing '1-1 of 1', and a 'View All' link. Below the search bar is a table with two columns: 'Vendor' and 'Vendor Name'. The table has one row with the number '1' in the 'Vendor' column. To the right of the 'Vendor' column is a search bar with a magnifying glass icon. To the right of the 'Vendor Name' column are two buttons: a '+' button and a '-' button. At the bottom of the page, there are three buttons: 'Save', 'Add', and 'Update/Display'.

Cardinal Homepage

Net Negatives by Emp/Vendr Rpt

Run Control ID Nte_Negatives_by_Emp/Vendr_Rpt Report Manager Process Monitor Run

Report Request Parameters

*Begin Check Date *End Check Date

Vendor Selection

1-1 of 1 View All

Vendor	Vendor Name		
1		+	-


Save Add Update/Display

ADDITIONAL INFORMATION:

Begin Check Date and End Check Date fields are required fields.



Screenshot of the Net Negatives by Employee/Vendor Report


Report ID: RPY383

Commonwealth of Virginia

NET NEGATIVES BY EMPLOYEE/VENDOR

Run Date: 08/23/2021
Run Time: 11:07 00

Vendor : BN00000001 - VRS - Retirement Fund

Date range : 10/01/2019 - 12/31/2019

Deduction : Employee Retirement DB

Page No. 1 of 11

Company	Agency	Employee	Employee	Status	Check	Pay Period	Employee	Employer	Off-Cycle
	Name	ID	Name		Date	End Date	Deduction	Deduction	Check
CNU	Christopher Newport University			Active	12/16/2019	12/24/2019	-52.46	-141.84	Y
DOT	VA Dept of Transportation			Active	12/16/2019	12/24/2019	-141.13	-381.60	Y
Vendor Subtotal							-193.59	-523.44	



Optional Retirement Plan Extract Control Report for TIAA (RPY453)

REVISED: 09/15/2021

DESCRIPTION:

Extract audit reports for semi-monthly outbound vendor file to Teachers Insurance and Annuity Association-College Retirement Equities Fund (TIAA-CREF) Higher Education Optional Retirement Plan. Report is grouped by Negative Amounts and All other Remittance File Detail amounts. Totaled by Company, the report includes: Employee Name, EmplID, Benefit Plan, Before-Tax Deduction Amount, Employer Contribution Amount, and Void Check Indicator.

NAVIGATION PATH:

Navigator > Payroll for North America > Payroll Processing USA > Pay Period Reports > TIAA Extract Report

INPUT / SEARCH CRITERIA:

From Check Date
To Check Date
Run to CSV (checkbox)
Company

OUTPUT FORMAT:

PDF

Screenshot of the Optional Retirement Plan Extract Control Report for TIAA Run Control Page

The screenshot shows the 'TIAA Extract Report' interface. At the top, there's a header bar with the title 'TIAA Extract Report'. Below it, a tab labeled 'TIAA Extract Report' is active. The main area contains a 'Run Control ID' field with the value 'TIAA_Extract_Report', and links for 'Report Manager' and 'Process Monitor'. A 'Run' button is on the right. Below this is the 'Report Request Parameters' section. It includes a 'Date Selection' box with fields for '*From Check Date' and '*To Check Date', each with a calendar icon, and a checkbox for 'Run to CSV'. Below the date selection is a table with columns 'Company' and 'Description'. The table has one row with a search icon in the 'Company' column. To the right of the table are navigation controls: '<<', '<', '1-1 of 1', '>', '>>', and a 'View All' link. At the bottom of the table are '+' and '-' buttons. At the bottom of the page, there are three buttons: 'Save', 'Add', and 'Update/Display'.


Company	Description
1	

ADDITIONAL INFORMATION:

From Check Date and To Check Date are required fields.



Screenshot of the Optional Retirement Plan Extract Control Report for TIAA

 Report ID: RPY453		Commonwealth of Virginia OPTIONAL RETIREMENT PLAN EXTRACT CONTROL REPORT for TIAA FOR CHECKS DATED 01/01/2020 THRU 03/31/2020			Run Date: 09/08/2021 Run Time: 03:45 00
COMPANY : ABC - Alcoholic Beverage Control		PAYROLL DATE: 03/31/2020			Page No. 1 of 37
<u>EMPLOYEE NAME</u>	<u>EMPLOYEE ID</u>	<u>EMPLOYEE CONTRIBUTION</u>	<u>EMPLOYER CONTRIBUTION</u>	<u>TOTAL CONTRIBUTION</u>	
		439.60	747.30	1,186.90	
ABC - Company Total:		1	\$ 439.60	\$ 747.30	\$ 1,186.90



Precalculation Audit Report (RPY122)

REVISED: 09/15/2021

DESCRIPTION:

This report provides a detailed listing (by company, pay group, and pay end date) of information that might cause problems during the Pay Calculation process

NAVIGATION PATH:

Navigator > Payroll for North America > Payroll Processing USA > Produce Payroll > COVA
Precalculation Audit Rpt

INPUT / SEARCH CRITERIA:

Pay Run ID
Company

OUTPUT FORMAT:

PDF

Screenshot of the Precalculation Audit Report Run Control Page

Precalculation Audit Report

Precalculation Audit Report

Run Control ID

Precalculation_Audit_Report

Report Manager

Process Monitor

Run

Language

English

Report Request Parameter(s)

Pay Run ID

1-1 of 1

View All

	Company	Description		
1			+	-

Save

Notify

Add


Update/Display

ADDITIONAL INFORMATION:

There are no required fields.



Screenshot of the Precalculation Audit Report

 Report ID: RPY122		Commonwealth of Virginia PRECALCULATION AUDIT REPORT		Run Date: 09/16/2021 Run Time: 04:21 00				
Pay Run-Id: PSBDEMOSM				Page No. 1 of 1				
Company	Paygroup	Pay_End_Dt	Off_Cycle	Page#	Line#	Emplid	OK_To_Pay	Message
DEM	SM1	08/09/2020	N	3	20		Y	Pay_Earnings missing/invalid State_Tax_Data
DEM	SM1	08/09/2020	N	3	20		Y	Pay_Earnings missing/invalid State_Tax_Data
DEM	SM1	08/09/2020	N	3	20		Y	Pay_Earnings missing/invalid State_Tax_Data
DEM	SM1	08/09/2020	N	3	20		Y	Pay_Earnings missing/invalid State_Tax_Data
DOA	SM1	08/09/2020	N	8	2		Y	Pay_Earnings missing/invalid State_Tax_Data
DOA	SM1	08/09/2020	N	8	2		Y	Pay_Earnings missing/invalid State_Tax_Data
DOA	SM1	08/09/2020	N	8	2		Y	Pay_Earnings missing/invalid State_Tax_Data
DOA	SM1	08/09/2020	N	8	2		Y	Pay_Earnings missing/invalid State_Tax_Data
Error Records:			8					



Reset W-4 Exempt List (TAX103)

REVISED: 09/15/2021

DESCRIPTION:

This regulatory report is a listing of employees who have not yet filed a new Form W-4 by the due date to continue their tax exemption status. If the report is run in update mode, it will insert a new tax record to reset the federal withholding status, marital status, and withholding allowances.

This calendar year-end report is used by SPO.

NAVIGATION PATH:

Navigator > Payroll for North America > U.S. Annual Processing > Year-End/New Year Preparation > Reset W-4 Exempt List

INPUT / SEARCH CRITERIA:

Due Date for W-4 Forms
Date to be Used for Eff. Date on Inserted Records
Scope - All Employees or By Company
Company
Report Mode (radio button)

OUTPUT FORMAT:

PDF

Screenshot of the Reset W-4 Exempt List Report Run Control Page

The screenshot shows the 'Reset W-4 Exempt List' report run control page. At the top, there is a navigation bar with a back arrow and 'Cardinal Homepage' on the left, and 'Reset W-4 Exempt List' on the right. Below the navigation bar, the title 'Reset W-4 Exempt List' is displayed. Underneath the title, there is a 'Run Control ID' field containing 'Reset_W_4_Exempt_List', a 'Report Manager' link, a 'Process Monitor' link, and a 'Run' button. The main section is titled 'Process Request Parameter(s)' and contains several input fields and radio buttons. The 'Due Date for W-4 Forms (e.g. 2/15/1997, 1/1/1997)' field is empty. The 'Date to be Used for Effective Date on Inserted Records' field is empty. The 'Scope' section has two radio buttons: 'All Employees' (selected) and 'By Company'. The 'By Company' option is disabled. The 'Company' field is empty with a search icon. The 'Report Mode' section has two radio buttons: 'Report Only' and 'Update' (selected). At the bottom, there are four buttons: 'Save', 'Notify', 'Add', and 'Update/Display'.

< Cardinal Homepage

Reset W-4 Exempt List

Reset W-4 Exempt List

Run Control ID Reset_W_4_Exempt_List Report Manager Process Monitor Run

Process Request Parameter(s)

Due Date for W-4 Forms (e.g. 2/15/1997, 1/1/1997)

Date to be Used for Effective Date on Inserted Records

Scope

☐ All Employees

☐ By Company

Company

Report Mode

☐ Report Only

☒ Update

Save Notify Add Update/Display



ADDITIONAL INFORMATION:

This report has no required fields.

Screenshot of the Reset W-4 Exempt List Report

	A	B	C	D	E	F	G
1	COMPANY	EMPLID	TO_CHAR(A.EFFI	SPECIAL_FWT	W4_PRCSS		
2	LTG		2020-03-01	G	S		
3	DOT		2020-02-09	G	S		
4	GOV		2020-02-21	G	S		
5	HRM		2020-01-09	G	S		
6	HRM		2020-02-20	G	S		
7	GOV		2020-01-02	G	S		
8	GOV		2020-04-05	G	S		
9	LTG		2020-02-02	G	S		
10	HRM		2020-03-24	G	S		
11	LTG		2020-05-30	G	S		
12	HRM		2020-07-10	G	S		
13	GOV		2020-03-04	G	S		
14							



Retroactive Enrollment Report

REVISED: 09/15/2021

DESCRIPTION:

This report displays retroactive enrollments for both benefits and general deductions established through vendor uploads from source systems such as Virginia Retirement System (VRS) VNAV (retirement and buybacks), ICMA-RC (Deferred Compensation), FBMC (Annuities and Misc Insurances). It includes retroactive enrollments entered by users online. This report will be used by the Agency Payroll Administrators.

NAVIGATION PATH:

Navigator > Payroll for North America > Payroll Processing USA > Pay Period Reports > Retroactive Enrollment Report

INPUT / SEARCH CRITERIA:

From Date
Thru Date
Company

OUTPUT FORMAT:

PDF

Screenshot of the Retroactive Enrollment Report Run Control Page

The screenshot shows the 'Retroactive Enrollment Report' Run Control page. At the top, there is a navigation bar with a 'Process List' link and the report title. Below this, there are fields for 'Run Control ID' and 'Ils'. To the right, there are links for 'Report Manager', 'Process Monitor', and a 'Run' button. Further down, there are date pickers for '*From Date' and '*Thru Date'. Below these, there is a table with columns 'Company' and 'Description'. The table has one row with the number '1' in the 'Company' column. To the right of the table are '+', '-', and search icons. At the bottom, there are buttons for 'Save', 'Add', and 'Update/Display'.

Company	Description
1	

ADDITIONAL INFORMATION:

From Date and **Thru Date** fields are required fields.



Screenshot of the Retroactive Enrollment Report

Report ID: VPYR365																
Report Name: Retroactive Enrollment Report																
Run Date: 08/11/2021																
Date Range: 01/01/2020 thru 06/30/2020																
Row Type	Company	Emplid	Empl Rcd	Ben Rcd	Name	Plan Type	Effdt	Elect Dt	Benefit Plan	Covrg Cd	Dedcd	Pre-Tax Amt	Pre-Tax Pct	Post-Tax Amt	Post-Tax Pct	Annual Pledge
Current	ABC		0			0	11/25/2019	6/26/2020			OPTLIF			1.44		0
Prior	ABC		0			0	NONE FOUND									
Current	ABC		0			0	11/25/2019	6/26/2020			ASSOC2			11.75		0
Prior	ABC		0			0	NONE FOUND									
Current	ABC		0			0	11/25/2019	6/26/2020			OPTLIF			7.68		0
Prior	ABC		0			0	NONE FOUND									
Current	ABC		0			0	11/25/2019	6/26/2020			OPTLIF			4.8		0
Prior	ABC		0			0	NONE FOUND									
Current	ABC	11304	0			0	11/25/2019	6/26/2020			OPTLIF			1.00		0



Salary Rate and Regular Pay Comparison Report (RPY086)

REVISED: 09/15/2021

DESCRIPTION:

A report that pulls employees where current pay period earnings is different than per pay period compensation on their job record.

This calendar year-end report is used by SPO and agencies. This report can be run more than once a year.

NAVIGATION PATH:

Navigator > Payroll for North American > Payroll Processing USA > Pay Period Reports > Salary Rate Comparison Report

INPUT / SEARCH CRITERIA:

Pay Run ID
Company

OUTPUT FORMAT:

PDF

Screenshot of the Salary Rate and Regular Pay Comparison Report Run Control Page

The screenshot shows the 'Salary Rate Comparison Report' run control page. At the top, there is a 'Process List' button and the report title. Below this, a green tab labeled 'Salary Rate Comparison Report' is active. The page displays the 'Run Control ID' as 'salary_rate_comparison_report' and includes links for 'Report Manager' and 'Process Monitor'. A 'Run' button is located in the top right corner. The 'Report Request Parameters' section contains a search bar and a 'Company Selection' table. The table has columns for 'Company' and 'Description'. A single row is visible with a search icon in the 'Company' column. At the bottom, there are buttons for 'Save', 'Return to Search', 'Add', and 'Update/Display'.

Salary Rate Comparison Report

Run Control ID salary_rate_comparison_report Report Manager Process Monitor Run

Report Request Parameters

*Pay Run ID

Company Selection

Company	Description
1	


Save Return to Search Add Update/Display

ADDITIONAL INFORMATION:

Pay Run ID is a required field.



Screenshot of the Salary Rate and Regular Pay Comparison Report



Report ID: RPY086

Commonwealth of Virginia

SALARY RATE AND REGULAR PAY COMPARISON REPORT

Run Date: 06/02/2021

Run Time: 02:46 00

Company: ABC

Payroll Status - Confirmed 06/02/2021 02:46 00

Page No. 1 of 27

Department	Employee ID	Employee Name	Job Comp Rate	Regular Pay	Difference	Gross Pay	Special Pay Type	Special Pay Amount.
100000			2500.00	2045.45	454.55	2045.45		0.00
120711			4527.08	2208.33	2318.75	4527.08		0.00
120711			4527.08	2318.75	2208.33	4527.08		0.00
100000			3671.47	1532.26	1539.21	3088.46	Prm Rwrdd	17.00
100000			3671.47	1539.20	1532.27	3088.46	Prm Rwrdd	17.00
300501			No Paycheck Record					
100000			No Paycheck Record					
120711			No Paycheck Record					
410806			No Paycheck Record					
100000			No Paycheck Record					
300501			No Paycheck Record					
226190			No Paycheck Record					



SPOT Transactions Not Loaded to Payline Report (RPY449)

REVISED: 09/15/2021

DESCRIPTION:

This report is used to identify those transactions that have been approved on Single Use Payroll Online Transactions (SPOT) in closed batches, but have not been updated on the employee's payline(s).

NAVIGATION PATH:

Navigator > Payroll for North America > Payroll Processing USA > Create and Load Paysheets > SPOT Entries Not on PayLine

INPUT / SEARCH CRITERIA:

Batch ID
Company Parameters

OUTPUT FORMAT:

PDF

Screenshot of the SPOT Transactions Not Loaded to Payline Report Run Control Page

SPOT Entries Not on PayLine

Run Control ID

SPOT_Entries_Not_on_PayLine

Report Manager

Process Monitor

Run

Run Control Parameters

Batch Parameters

Batch Id

Or

Company Parameters

Company

Pay Group

Pay Period End Date

**Pay Group and Company not mandatory in Company Param list

Save

Add

Update/Display

ADDITIONAL INFORMATION:

Batch ID field is a required field or **Company Parameters** are required.



Screenshot of the SPOT Transactions Not Loaded to Payline Report

Report ID: RPY449		Commonwealth of Virginia		SPOT TRANSACTIONS NOT LOADED TO PAYLINE		Run Date: 09/15/2021 Run Time: 09:05 00			
						Page No. 1 of 1			
Batch Id : 10 Pay Period End : 31-MAR-2020 Business Unit : 21500 University of Mary Washington Company : UMW Pay Group : SM2 Batch Type : E Batch_Status : Closed									
Seq#	EmplID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Oth Hrs	Amount	Seperate Tax Method Check#
2		0		A	IAP	Annual Leave Payout - WTA		600.00	A 0
1		0		A	IAP	Annual Leave Payout - WTA		675.00	A 0
2		0		A	VRS	VRS Contribution Base		-6666.67	A 0
3		0		A	RTR	Retroactive Regular Pay		194.29	A 0
1		0		A	VRS	VRS Contribution Base		-8117.42	A 0
4		0		A	RTR	Retroactive Regular Pay		-194.29	A 0



Tax Deposit Summary Report (TAX001)

REVISED: 09/15/2021

DESCRIPTION:

This regulatory report displays pay period details of federal, state, and local taxes that are withheld from employees, and liabilities incurred for employer-paid taxes.

This quarterly report is used by SPO.

NAVIGATION PATH:

Navigator > Payroll for North America > Pay Period Tax Reports USA > Tax Deposit Summary

INPUT / SEARCH CRITERIA:

Pay Run ID or Off-Cycle Pay Calendar
Payroll Cycle (checkboxes)

OUTPUT FORMAT:

PDF

Screenshot of the Tax Deposit Summary Report Run Control Page

The screenshot shows the 'Tax Deposit Summary Report' Run Control page. At the top, there is a header bar with the title 'Tax Deposit Summary Report'. Below the header, the page title 'Tax Deposit Summary Report' is displayed. The page contains several input fields and buttons. On the left, there is a 'Run Control ID' field with the value 'Tax_Deposit_Summary'. To the right of this field are two links: 'Report Manager' and 'Process Monitor'. Further right is a 'Run' button. Below these elements is a section titled 'Process Request Parameter(s)'. This section contains two main areas: 'On-Cycle Run' and 'Off-Cycle Pay Calendar'. The 'On-Cycle Run' area has a 'Pay Run ID' field with a search icon. The 'Off-Cycle Pay Calendar' area has fields for 'Company', 'Pay Group', 'Pay End Date' (all with search icons), and 'Process Page' and 'Thru' fields. Below these areas is a 'Payroll Cycle' section with three radio buttons: 'On-Cycle', 'Off-Cycle', and 'Both' (which is selected). At the bottom of the page, there are four buttons: 'Save', 'Notify', 'Add', and 'Update/Display'.

Tax Deposit Summary Report	
Run Control ID	Tax_Deposit_Summary
Report Manager	Process Monitor
Run	
Process Request Parameter(s)	
On-Cycle Run	Off-Cycle Pay Calendar
Pay Run ID <input type="text"/>	Company <input type="text"/>
	Pay Group <input type="text"/>
	Pay End Date <input type="text"/>
	Process Page <input type="text"/> Thru <input type="text"/>
Payroll Cycle	
<input type="radio"/> On-Cycle <input type="radio"/> Off-Cycle <input checked="" type="radio"/> Both	
Save	Notify
Add	Update/Display

ADDITIONAL INFORMATION:

Pay Run ID field or a pay calendar specification is a required field(s).



Screenshot of the Tax Deposit Summary Report


Report ID: TAX001		PeopleSoft TAX DEPOSIT SUMMARY						Page No. 1	
Company ABC Alcoholic Beverage Control								Run Date 09/08/2021	
Pay Period End 07/09/2020		On/Off Cycle CONFIRMED						Run Time 18:03:04	
Check Date 07/16/2020									
** NOTE: Totals on this report do not include any online balance adjustment panel activity.**									
State/ SWT EIN	Locality /Abbrv County/Loc EIN	<----- WITHHOLDING ----->		<----- OTHER ----->	<----- UI ----->				
		Taxable Gross	Tax	Type	Taxable Gross	Tax	Employer	Total Deposit	Taxable Gross Tax Rate
Federal Totals		7,447,875.64	2,143,062.95	MEDER	7,574,633.49		109,832.04	2,703,976.64	0.600
54-6001702				OASER	2,374,633.49	147,224.49			
				OASER	2,374,633.49		147,227.21		
				MEDEE	7,574,633.49	109,829.95			
				ADDL MED	5,200,000.00	46,800.00			
District of Columbia		2,040.04	115.10					115.10	0.000
000133306									
Maryland		14,456.74	922.59					922.59	0.000
07181382									
Virginia		7,415,054.03	399,547.16					399,547.16	5,960.62 0.000
30546001702F001									
West Virginia		16,324.83	729.00					729.00	0.000
1033-8916									
Check Date Total		2,544,376.80				303,854.44	257,059.25	3,105,290.49	
Pay Period Total		2,544,376.80				303,854.44	257,059.25	3,105,290.49	
Company Total		2,544,376.80				303,854.44	257,059.25	3,105,290.49	



ADDITIONAL INFORMATION:

Pay Run ID or From/To Check Date fields are required fields.

Screenshot of the Tax Remittance Report

 Report ID: RPY174		Commonwealth of Virginia TAX REMITTANCE REPORT		Run Date: 01/11/2021 Run Time: 03:51 00	
Company: Pay Run ID: STSM10324 From Check: To Check: State: Locality:				Page No. 20 of 26	
<u>Emplid</u>	<u>Empl Rcd</u>	<u>Name</u>	<u>Company</u>	<u>State</u>	<u>Locality</u>
	0		RCB	WV	
State Total (WV)				<u>Check Date</u>	<u>Local Tax</u>
				03/31/2020	96.00
Company Total					96.00
					398.01



Total Number of Direct Deposit/Check by Employee Type Report (RPY163)

REVISED: 09/15/2021

DESCRIPTION:

This report lists percentage and number of direct deposit and paper checks processed on a payroll and sorted by employee type.

NAVIGATION PATH:

Navigator > Payroll for North America > Payroll Processing USA > Pay Period Reports > Number of DDs and Checks

INPUT / SEARCH CRITERIA:

From Date
To Date

OUTPUT FORMAT:

PDF

Screenshot of the Total Number of Direct Deposit/Check by Employee Type Report Run Control Page

Process List

Number of DD's and Checks

Run Control ID

Number_of_DDs_and_Checks

Report Manager

Process Monitor

Run

Report Request Parameter(s)

*From Date

*To Date

Save

Add

Update/Display

ADDITIONAL INFORMATION:

From Date and To Date fields are required fields.



Screenshot of the Total Number of Direct Deposit/Check by Employee Type Report

Report ID: RPY163

Commonwealth of Virginia
TOTAL NUMBER OF RECORDS IN CARDINAL PAID AND WITH DIRECT DEPOSIT / CHECK TOTALS
BETWEEN 25-MAR-2020 AND 09-APR-2020

Run Date: 09/10/2021
Run Time: 10:11 00

Page No. 1 of 5

#PAID IN MONTH	#SALARY RECORDS	#SALARY DIR DEF	#SALARY BY CHK	%DD OF SALARY	#HOURLY RECORDS	#HOURLY DIR DEF	#HOURLY BY CHK	%DD OF HOURLY	%DD OF NET PAID
-------------------	--------------------	--------------------	-------------------	------------------	--------------------	--------------------	-------------------	------------------	--------------------

ABC - Alcoholic Beverage Control

Paygroup	SL2	TOTAL	85	85	83	2	97.6	0	0	0	0.0	97.6
Paygroup	SM1	TOTAL	1,110	1,110	1,071	39	96.5	0	0	0	0.0	96.5
Company	ABC	TOTALS	1,195	1,195	1,154	41	96.6	0	0	0	0.0	96.6

APA - Auditor of Public Accounts

Paygroup	SM1	TOTAL	125	125	115	10	92.0	0	0	0	0.0	92.0
Company	APA	TOTALS	125	125	115	10	92.0	0	0	0	0.0	92.0

BCC - Bland Correctional Center

Paygroup	SL1	TOTAL	193	193	193	0	100.0	0	0	0	0.0	100.0
Paygroup	SM1	TOTAL	90	90	65	25	72.2	0	0	0	0.0	72.2
Company	BCC	TOTALS	283	283	258	25	91.2	0	0	0	0.0	91.2

BVI - Dept for Blind/Vision Impaired

Paygroup	BW1	TOTAL	1	0	0	0	0.0	1	1	0	100.0	100.0
Paygroup	SM1	TOTAL	286	286	274	12	95.8	0	0	0	0.0	95.8
Company	BVI	TOTALS	287	286	274	12	95.8	1	1	0	100.0	95.8

CBR - VA Center for Behavioral Rehab

Paygroup	SM1	TOTAL	558	558	532	26	95.3	0	0	0	0.0	95.3
Company	CBR	TOTALS	558	558	532	26	95.3	0	0	0	0.0	95.3

CCA - Center Children & Adolescents

Paygroup	SM1	TOTAL	166	166	154	12	92.8	0	0	0	0.0	92.8
Company	CCA	TOTALS	166	166	154	12	92.8	0	0	0	0.0	92.8



US Census Annual Survey Report (RPY247)

REVISED: 09/15/2021

DESCRIPTION:

This report provides the annual survey of payroll by employment in state government needed to complete the US Census Bureau Annual Survey of Public Employment and Payroll. This report is used by SPO only.

NAVIGATION PATH:

Navigator > Payroll for North America > U.S. Annual Processing > Audit and Error Reports > U S Census Annual Survey

INPUT / SEARCH CRITERIA:

Calendar Year

OUTPUT FORMAT:

PDF

Screenshot of the US Census Annual Survey Report Run Control Page

The screenshot shows the 'U S Census Annual Survey' run control page. At the top, there is a navigation bar with a back arrow and 'Cardinal Homepage' on the left, and 'U S Census Annual Survey' on the right. Below the navigation bar, the 'Run Control ID' is 'US_Census_Annual_Survey'. To the right of the ID are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. Below this is a section titled 'Report Request Parameter(s)' containing a required field '*Calendar Year' with an input box. At the bottom, there are three buttons: 'Save', 'Add', and 'Update/Display'.

Run Control ID	US_Census_Annual_Survey	Report Manager	Process Monitor	Run
Report Request Parameter(s)				
*Calendar Year <input type="text"/>				
Save	Add	Update/Display		

ADDITIONAL INFORMATION:

Calendar Year field is a required field.



Virginia DSS Child Support Report (RPY461)

REVISED: 09/15/2021

DESCRIPTION:

Extract audit reports for semi-monthly outbound vendor file to Virginia Department of Social Services (DSS) for Child Support deductions. Report is grouped by Non-paid Adjustment Amounts, Negative Amounts, all other Remittance File Detail amounts, and a report of netted amounts by employee.

NAVIGATION PATH:

Navigator > Payroll for North America > Payroll Processing USA > Pay Period Reports > Virginia DDS Child Support

INPUT / SEARCH CRITERIA:

From Check Date
To Check Date
Pay Run ID

OUTPUT FORMAT:

PDF

Screenshot of the Virginia DDS Child Support Report Run Control Page


The screenshot shows the 'Virginia DSS Child Support' report run control page. At the top, there is a navigation bar with a link to 'Cardinal Homepage' and the report title 'Virginia DSS Child Support'. Below this, a green button labeled 'DSS Child Support' is visible. The main area contains a 'Run Control ID' field with the value 'Virginia_DSS_Child_Support'. To the right of this field are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. Below these elements is a section titled 'DSS Child Support Extract' which contains three input fields: 'From Check Date' with a calendar icon, 'To Check Date' with a calendar icon, and 'Pay Run ID' with a search icon. At the bottom of the page, there are three buttons: 'Save', 'Add', and 'Update/Display'.

ADDITIONAL INFORMATION:

From Check Date and To Check Date fields or Pay Run ID field are required fields.



Screenshot of the Virginia DDS Child Support Extract Report

 Report ID: RPY461		Commonwealth of Virginia DSS CHILD SUPPORT EXTRACT REPORT		Run Date: 08/24/2021 Run Time: 11:03 00	
COMPANY: ABC - Alcoholic Beverage Control				Page No. 1 of 30	
FOR CHECKS DATED 10/01/2019 - 12/31/2019					
CHECK DT	EMPLID	NAME	GARN ID	GARN AMOUNT	
12/16/2019			000001	\$ 201.05	
12/16/2019			000001	\$ 276.92	
12/16/2019			000001	\$ 81.94	
12/16/2019			000001	\$ 169.50	
12/16/2019			000001	\$ 172.00	
12/16/2019			000001	\$ 91.37	
12/16/2019			000001	\$ 299.50	
12/16/2019			000001	\$ 1,402.50	
12/16/2019			000001	\$ 65.46	
12/16/2019			000001	\$ 218.00	
12/16/2019			000001	\$ 129.21	
12/16/2019			000001	\$ 204.00	
12/16/2019			000001	\$ 113.50	
12/16/2019			000001	\$ 184.17	
12/16/2019			000001	\$ 358.13	
Check Date Total:				\$ 3,967.25	
Company Total:				\$ 3,967.25	



Virginia Quarterly UI Wage Report (RPY246, TAX860VA)

REVISED: 09/15/2021

DESCRIPTION:

This regulatory Unemployment Insurance (UI) report creates a file of unemployment wages for the 940 to submit quarterly state wage listings on electronic/magnetic media.

This quarterly report will be used by SPO personnel only to report VA Unemployment to Virginia Employment Commission (VEC) for all agencies.

NAVIGATION PATH:

Navigator > Payroll for North America > U.S. Quarterly Processing > State Quarterly Wage Reporting > Create Qtrly Wage File SD-WY (Select WY/Others and Run to get option for VA))

INPUT / SEARCH CRITERIA:

Select WY/Others and Run to get option for VA

OUTPUT FORMAT:

PDF

Screenshot of the Virginia Quarterly UI Wage Report Run Control Page

The screenshot shows the 'Create Qtrly Wage File SD-WY' page. At the top, there is a navigation bar with a '< Process List' button and the title 'Create Qtrly Wage File SD-WY'. Below this, there are three tabs: 'South Dakota' (selected), 'Texas', and 'Utah'. The main area contains the following elements:

- Run Control ID:** 'Create_Qtrly_Wage_File_SD-WY'. To the right are links for 'Report Manager' and 'Process Monitor', and a 'Run' button.
- Reporting Medium:** A dropdown menu set to 'Diskette'.
- Diskette Type:** A dropdown menu set to '3.5 Inches High Density'.
- State:** A section with three options: 'SD/TX/UT' (selected), 'VT/WA', and 'WY/Others'.
- Buttons:** At the bottom left are 'Save' and 'Notify' buttons. At the bottom right are 'Add' and 'Update/Display' buttons.

ADDITIONAL INFORMATION:

This report has no required fields. Select **WY/Others** and **Run** to get option for VA.



Screenshot of the Virginia Quarterly UI Wage Report

Report ID: VPYR0246

Commonwealth of Virginia

VIRGINIA QUARTERLY UI WAGE REPORT

Run Date: 08/25/2021

Run Time: 11:53 00

Page No. 1 of 255

Quarter/Year: 4/2019

Company ABC Alcoholic Beverage Control

Emplid	Name	QTD Gross Wages	QTD SUI Wages	QTD SUI Taxable	QTD Hours Worked
		4,745.37	9,619.54	0.00	220.00
		3,999.99	8,118.38	0.00	220.00
		11,156.25	21,873.30	0.00	220.00
		9,843.12	17,957.18	0.00	220.00
		9,787.38	18,746.52	0.00	220.00
		5,645.25	10,873.84	0.00	220.00
		14,770.38	31,989.82	0.00	220.00
		4,234.50	8,328.50	0.00	220.00
		7,425.24	14,853.28	0.00	220.00
		8,311.26	16,513.80	0.00	220.00
		4,840.50	9,516.86	1,810.50	220.00
		7,706.25	15,062.28	0.00	220.00
		6,759.39	13,485.38	0.00	220.00
		3,235.26	6,431.80	0.00	220.00
		6,759.39	13,822.38	0.00	220.00
		5,651.25	7,281.20	7,274.90	220.00
		3,999.99	7,544.84	0.00	220.00
		7,064.13	13,764.70	0.00	220.00
		3,750.00	6,829.70	0.00	220.00
		4,962.51	9,691.28	0.00	220.00
		6,165.00	13,039.40	0.00	220.00
		4,962.51	9,479.54	0.00	220.00
		9,912.24	19,781.48	0.00	220.00
		6,737.37	13,347.45	0.00	220.00
		4,737.51	9,296.80	0.00	220.00
		6,825.63	14,380.16	0.00	220.00
		6,939.63	13,265.18	0.00	220.00
		4,234.50	8,182.58	0.00	220.00
		4,970.88	9,830.26	0.00	220.00
		3,750.00	7,261.10	0.00	220.00
		4,962.51	9,560.06	0.00	220.00
		5,766.87	11,844.78	0.00	220.00
		5,651.25	11,704.83	0.00	220.00
		8,999.99	7,820.36	0.00	220.00



W-3 Transmittal Totals Report (RPY450, TAX915)

REVISED: 09/15/2021

DESCRIPTION:

This regulatory report used by line agency for calendar year-end certification and verification of company-level totals. This calendar year-end report is used by SPO.

NAVIGATION PATH:

Navigator > Payroll for North America > U.S. Annual Processing > W-2 Reporting > COVA W-3/W-3SS Transmittal Report

INPUT / SEARCH CRITERIA:

(none)

OUTPUT FORMAT:

PDF

Screenshot of the W-3 Transmittal Totals Report Run Control Page

The screenshot shows a web application interface for the "W-3/W-3SS Transmittal Report". At the top, there is a dark blue header bar with a "Cardinal Homepage" link on the left and the report title "W-3/W-3SS Transmittal Report" on the right. Below the header, a green tab labeled "W-3/W-3SS Transmittal Report" is active. The main content area has a light gray background. On the left, it displays "Run Control ID" followed by the text "W_3_W_3SS_Transmittal_Report". To the right of this, there are two blue links: "Report Manager" and "Process Monitor". Further right is a gray button labeled "Run". At the bottom of the page, there are four buttons: a green "Save" button, a gray "Notify" button, a gray "Add" button, and a gray "Update/Display" button.

ADDITIONAL INFORMATION:

This report has no required fields.



Screenshot of the W-3 Transmittal Totals Report

Report ID: TAX915		PeopleSoft	Page No. 1
Company ABC		W-3 TRANSMITTAL - TOTALS REPORT	Run Date 08/31/2021
		Tax Year 2019	Run Time 16:03:52
W-3			
Box	Description	Contents / Amount	
b	Kind of Payer	Regular (All Others)	
	Kind of Employer	None Apply	
	Third-party sick pay	No	
c	Total number of Forms W-2	5150	
e	Employer identification number	54-6001702	
f	Employer name	Alcoholic Beverage Control	
g	Employer address	2901 Hermitage Road Richmond, VA 23220	
h	Other EIN used this year		
1	Wages, tips, other compensation	81039820.25	
2	Federal income tax withheld	7998976.04	
3	Social security wages	80425815.76	
4	Social security tax withheld	4986395.97	
5	Medicare wages and tips	84709000.85	
6	Medicare tax withheld	1264599.15	
7	Social security tips	0.00	
8	Allocated tips	0.00	
10	Dependent care benefits	29762.50	
11	Nonqualified plans	0.00	
12a	Deferred compensation (W-2 Box 12 codes D-H, S, Y, AA, BB and EE)	1135121.91	



W-4 Exemptions - Federal Tax Data Status Report (TAX100)

REVISED: 09/15/2021

DESCRIPTION:

This regulatory report is a listing of all employees whose U.S. Tax Data records indicate they are exempt from federal income tax withholding (W-4).

This calendar year-end report is used agencies.

NAVIGATION PATH:

Navigator > Payroll for North America > U.S. Annual Processing > Year-End/New Year Preparation > W-4 Exemptions Report.

INPUT / SEARCH CRITERIA:

As Of Date

OUTPUT FORMAT:

PDF

Screenshot of the W-4 Exemptions - Federal Tax Data Status Report Run Control Page

W-4 Exemptions Report

W-4 Exemptions Report

Run Control ID W_4_Exemptions_Report

Report Manager Process Monitor

Run

Language English

Report Request Parameter(s)

As Of Date

Save Notify Add Update/Display

ADDITIONAL INFORMATION:

As of Date field is a required field.



Screenshot of the W-4 Exemptions - Federal Tax Data Status Report

PeopleSoft FEDERAL TAX DATA STATUS REPORT											
Report ID: TAX100									Page No. 1		
Company ABC Alcoholic Beverage Control									Run Date 06/01/2021		
As Of Date: 04/30/2021									Run Time 10:40:25		
Employee ID	Name	Effective Date	Dept. ID	Dept. Name	SSN	Taxable Gross YTD	Allow-ances	Special FWT Status	Additional W/H %	Additional W/H Amount	NRA W/H Rule
		11/08/2019	226242	Store 242		0.00	1	Zero W/H...			
		11/08/2019	226271	Store 271		0.00	11	None			
		11/08/2019	226324	Store 324		0.00	0	Zero W/H...			
		11/25/2019	226033	Store 033		0.00	0	Zero W/H...			
		11/08/2019	226151	Store 151		0.00	2	Zero W/H...			
		11/08/2019	226250	Store 250		0.00	11	None			
		11/08/2019	300501	Warehouse		0.00	2	Zero W/H...			
		11/08/2019	226391	Store 391		0.00	1	Zero W/H...			
		11/08/2019	226387	Store 387		0.00	0	Zero W/H...			
		11/08/2019	226249	Store 249		0.00	1	Zero W/H...			
		11/25/2019	110701	Admin Exp		0.00	11	None			
		11/08/2019	226093	Store 093		0.00	11	None			
		11/08/2019	226275	Store 275		0.00	0	Zero W/H...			
		11/08/2019	226180	Store 180		0.00	1	Zero W/H...			
		11/08/2019	226263	Store 263		0.00	0	Zero W/H...			
		11/08/2019	226251	Store 251		0.00	12	None			
		11/08/2019	226079	Store 079		0.00	13	None			
		11/25/2019	410806	Cent Offc		0.00	16	None			
		11/25/2019	180783	IT PM		0.00	20	None			
		11/08/2019	226258	Store 258		0.00	20	None			
		11/08/2019	226340	Store 340		0.00	0	Zero W/H...			
		11/08/2019	300501	Warehouse		0.00	0	Zero W/H...			
		11/08/2019	410811	Reg 4		0.00	0	Zero W/H...			
		11/08/2019	226361	Store 361		0.00	1	Zero W/H...			
		11/08/2019	226263	Store 263		0.00	0	Zero W/H...			



Year End Data Audit Report (TAX910AU)

REVISED: 09/15/2021

DESCRIPTION:

This regulatory report a listing of the amounts loaded in the year end files and identifies certain errors.

This calendar year-end report is used by SPO.

NAVIGATION PATH:

Navigator > Payroll for North America > U.S. Annual Processing > Audit and Error Reports > Year End Data Audit

INPUT / SEARCH CRITERIA:

Sort/Order Report by
Employees Options (All or Selected)
Employee ID
W-2 Reporting Companies (All or Selected)
Company

OUTPUT FORMAT:

PDF

Screenshot of the Year End Audit Report Run Control Page

The screenshot shows the 'Year End Data Audit Report' run control page. At the top, there is a navigation bar with 'Cardinal Homepage' and 'Year End Data Audit Report'. Below the navigation bar, the page title 'Year End Data Audit Report' is displayed. The main content area contains several sections for configuring the report run. The first section, 'Run Control ID', shows 'Year_End_Data_Audit' and a 'Run' button. Below this, there are dropdown menus for 'Balances for Year' (set to 2019), '*Sort Report By' (set to None), and 'Within Sort, Order By'. The second section, 'Employees', has a 'Processing Options' area with radio buttons for 'All Employees' (selected) and 'Selected Employees'. Below this is a table titled 'Employees Selected for Printing' with columns for 'Employee ID' and 'Name'. The third section, 'W-2 Reporting Companies', has a 'Processing Options' area with radio buttons for 'All Companies' (selected) and 'Selected Companies'. Below this is a table titled 'W-2 Reporting Companies Selected for Printing' with columns for 'Company' and 'Description'. At the bottom of the page, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

ADDITIONAL INFORMATION:

There are no required fields.



Screenshot of the Year End Data Audit Report

<div> <div>Report ID: TAX910AU W2 Rpt Company ABC Alcoholic Beverage Control Federal EIN 54-6001702</div> <div> <div>PeopleSoft</div> <div>YE DATA AUDIT REPORT</div> <div>Tax Year 2019</div> </div> <div> <div>Page No. 1</div> <div>Run Date 09/07/2021</div> <div>Run Time 10:51:34</div> </div> </div>									
	Taxable Gross/ Tax	CASDI Gross/ Tax	Medicare Gross/ Tax	Advance EIC/ Dep Care	Nonqlfd Plans/ Benefits	Box 12	Box 14	Box 13	SSTips/ Box 08 Tips
****		00002219600	****						
Federal	52930.91 6740.68	56517.23 3504.07	56517.23 819.50			C G DD	502.92 920.00 4740.00	Retire Fund	
VA	52930.91 2651.46								
****		00002256100	****						
Federal	50070.96 7249.36	51969.60 3222.12	51969.60 753.56			C	673.10	Retire Fund	
VA	50070.96 2517.87								
****		00002449100	****						
Federal	8007.53 540.80	8007.53 496.47	8007.53 116.11						
VA	8007.53 208.24								
****		00003466600	****						
Federal	10850.89 766.53	10850.89 672.76	10850.89 157.34						
VA	10850.89 297.88								
****		00005884100	****						
Federal	7127.92 289.01	7127.92 441.93	7127.92 103.35						
VA	7127.92 171.29								



Year End Record Error Report (TAX910ER)

REVISED: 09/15/2021

DESCRIPTION:

This regulatory report Identifies errors in the year-end data.

This calendar year-end report is used by SPO and agencies.

NAVIGATION PATH:

Navigator > Payroll for North America > U.S. Annual Processing > Audit and Error Reports > COVA Error Listing

INPUT / SEARCH CRITERIA:

Company

OUTPUT FORMAT:

PDF

Screenshot of the Year End Record Error Report Run Control Page

The screenshot shows the 'COVA Error Listing' page. At the top, there is a navigation bar with a back arrow and 'Cardinal Homepage' on the left, and 'COVA Error Listing' on the right. Below this is a green tab labeled 'COVA Error Listing Report'. The main content area has a 'Run Control ID' of '001' on the left. On the right, there are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. Below these is a table with columns 'Company' and 'Description'. The first row shows '1 DEL' in the 'Company' column and 'House of Delegates' in the 'Description' column. There are also '+', '-', and 'View All' buttons. At the bottom, there are 'Save', 'Notify', 'Add', and 'Update/Display' buttons.

Company	Description
1 DEL	House of Delegates

ADDITIONAL INFORMATION:

The **Company** field is a required field.



Screenshot of the Year End Record Error Report

Report ID: TAX910ER W2 Rpt Company ABC Federal EIN 54-6001702		PeopleSoft YE RECORD ERROR REPORT Tax Year 2019		Page No. 1 Run Date 09/08/2021 Run Time 17:51:33
Employee ID	Employee Name	SSN	Taxform	Message
			W-2	Incomplete employee address
			W-2	Incomplete employee address
			W-2	Incomplete employee address
			W-2	OASDI Calc Tax <> Tax Balance
			W-2	Incomplete employee address
			W-2	OASDI Calc Tax <> Tax Balance
			W-2	Incomplete employee address
			W-2	Incomplete employee address



Time and Attendance Queries

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Absence Accumulators Results Query V_TA_ABS_ACCUM_RESULTS

REVISED: 09/15/2021

DESCRIPTION:

This query provides absence results and details for review and troubleshooting of absences. This query displays the same data you can view on the Results by Calendar pages.

This query is used by Absence Management (AM) Administrators.

NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V_TA_ABS_ACCUM_RESULTS

INPUT / SEARCH CRITERIA:

Business Unit
Employee ID
Accumulator (Blank for All)
Date From
Date Thru
MAX/ALL

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

Business Unit, Employee ID, Date From and **Date Thru** fields are required fields.

MAX version of the calendar may be used if the calendar has been calculated more than once retroactively.

ALL version of the calendar shows all versions of the calendar within the date range selected.

Screenshot of the Absence Accumulators Results Query

V_TA_ABS_ACCUM_RESULTS - Absence Accum Results

Business Unit

40300

Employee ID

Accumulator (Blank for all)

Date From

12/10/2019

Date Thru

12/24/2019

MAX/ALL

ALL

View Results

Download results in :

Excel Spreadsheet

CSV Text File

XML File

(38 kb)

View All

First 1-91 of 91 Last

Row	Business Unit	Name	Empl ID	Empl Rcd	Position	Calendar ID	Calendar Group ID	From Date	Through date	Element Name	Element Description	Calc Result Value	
1	40300				0	GIF00241	SM12019SM123	2019SM123	01/10/2019	01/09/2020	ALI ENT ELEM_BAL	Annual Leave Incentive	0.000000
2	40300				0	GIF00241	SM12019SM123	2019SM123	01/10/2019	01/09/2020	ALI ENT ELEM_ENT	Annual Leave Incentive	0.000000
3	40300				0	GIF00241	SM12019SM123	2019SM123	12/10/2019	12/24/2019	ALI PRD ACUM_ACRL	ALI Period Accrual	0.000000
4	40300				0	GIF00241	SM12019SM123	2019SM123	01/10/2019	01/09/2020	ALI YTD ACUM_ACRL	ALI Annual Accrual	0.000000
5	40300				0	GIF00241	SM12019SM123	2019SM123	01/10/2019	01/09/2020	BMO ENT ELEM_BAL	Bone Marrow/Organ Donations	0.000000
6	40300				0	GIF00241	SM12019SM123	2019SM123	01/10/2019	01/09/2020	BMO ENT ELEM_ENT	Bone Marrow/Organ Donations	0.000000
7	40300				0	GIF00241	SM12019SM123	2019SM123	01/10/2019	01/09/2020	CSL ENT ELEM_ADJ	Volunteer Service Leave	16.000000
8	40300				0	GIF00241	SM12019SM123	2019SM123	01/10/2019	01/09/2020	CSL ENT ELEM_BAL	Volunteer Service Leave	16.000000
9	40300				0	GIF00241	SM12019SM123	2019SM123	01/10/2019	01/09/2020	CSL ENT ELEM_ENT	Volunteer Service Leave	0.000000
10	40300				0	GIF00241	SM12019SM123	2019SM123	01/10/2019	01/09/2020	DLR DON ELEM_BAL	DLR Donate Element	0.000000
11	40300				0	GIF00241	SM12019SM123	2019SM123	01/10/2019	01/09/2020	DLR ENT ELEM_BAL	Donated Leave Rec (Lv Share)	0.000000
12	40300				0	GIF00241	SM12019SM123	2019SM123	01/10/2019	01/09/2020	DLR ENT ELEM_ENT	Donated Leave Rec (Lv Share)	0.000000
13	40300				0	GIF00241	SM12019SM123	2019SM123	12/10/2019	12/24/2019	DLR PRD ACUM_ACRL	DLR Period Accrual	0.000000



Absences Approved by Admins Query V_TA_ABS_ADMIN_APPROVALS

REVISED: 09/15/2021

DESCRIPTION:

This query lists absences currently in approved status that were touched and/or approved via the **Absence Event** page for auditing purposes to maintain internal controls.

NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V_TA_ABS_ADMIN_APPROVALS

INPUT / SEARCH CRITERIA:

Business Unit (Blank for all)
Location (Blank for all)
Employee Dept ID (Blank for all)
Approver Empl ID (Blank for all)
Action Date From
Action Date To

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

Action Date From and **Action Date To** fields are required fields. It is recommended that the **Business Unit** field always be populated, but it is not a required field.

Screenshot of the Absences Approved by Admins Query

V_TA_ABS_ADMIN_APPROVALS - Absences Approved by Admins																
Business Unit(Blank for all) <input type="text"/>																
Location(Blank for all) <input type="text"/>																
Employee DeptID(Blank for all) <input type="text"/>																
Approver EmplID(Blank for all) <input type="text"/>																
Action Date From <input type="text" value="01/01/2020"/>																
Action Date To <input type="text" value="04/30/2021"/>																
View Results																
Download results in : Excel Spreadsheet CSV Text File XML File (306 kb)																
View All																
First	1-100	of 644														Last
Row	Business Unit	Approver EmplID	Approver USER ID	Employee NAME	Employee EmplID	Employee Record	Position	Employee Location	Employee Dept ID	Action Date	Absence Begin Date	Absence End Date	Leave Type	Comment	Trans Nbr	SeqNum
1	12300		V_AM_ADMINISTRATOR			0	DMA00200	CENTR	FTPICDPW	09/15/2020	11/10/2019	12/14/2019	Family and Medical Leave		2194124	1
2	12300		V_AM_ADMINISTRATOR			0	DMA00200	CENTR	FTPICDPW	09/15/2020	11/10/2019	12/14/2019	Family and Medical Leave		2194124	2
3	12300		V_AM_ADMINISTRATOR			0	DMA00200	CENTR	FTPICDPW	09/15/2020	11/10/2019	12/14/2019	Family and Medical Leave		2194124	3
4	12300		V_AM_ADMINISTRATOR			0	DMA00200	CENTR	FTPICDPW	09/15/2020	11/10/2019	12/14/2019	Family and Medical Leave		2194124	4
5	12300		V_AM_ADMINISTRATOR			0	DMA00200	CENTR	FTPICDPW	10/01/2020	11/10/2019	12/14/2019	Family and Medical Leave		2194124	5
6	12300		V_AM_ADMINISTRATOR			0	DMA00200	CENTR	FTPICDPW	10/01/2020	11/10/2019	12/14/2019	Family and Medical Leave		2194124	6
7	12300		V_AM_ADMINISTRATOR			0	DMA00200	CENTR	FTPICDPW	10/01/2020	11/10/2019	12/14/2019	Family and Medical Leave		2194124	7
8	12300		V_AM_ADMINISTRATOR			0	DMA00200	CENTR	FTPICDPW	10/01/2020	11/10/2019	12/14/2019	Family and Medical Leave		2194124	8
9	12300		V_AM_ADMINISTRATOR			0	DMA00200	CENTR	FTPICDPW	09/15/2020	11/10/2019	11/12/2019	VSDP Sick Leave		2194128	1
10	12300		V_AM_ADMINISTRATOR			0	DMA00200	CENTR	FTPICDPW	09/15/2020	11/10/2019	11/12/2019	VSDP Sick Leave		2194128	2
11	12300		V_AM_ADMINISTRATOR			0	DMA00200	CENTR	FTPICDPW	09/15/2020	11/10/2019	11/12/2019	VSDP Sick Leave		2194128	3
12	12300		V_AM_ADMINISTRATOR			0	DMA00200	CENTR	FTPICDPW	09/15/2020	11/10/2019	11/12/2019	VSDP Sick Leave		2194128	4
13	12300		V_AM_ADMINISTRATOR			0	DMA00200	CENTR	FTPICDPW	09/15/2020	11/10/2019	11/12/2019	VSDP Sick Leave		2194128	5



Active TL Eligibility Query V_TA_ELIGIBILITY_ENROLL_LIST

REVISED: 09/15/2021

DESCRIPTION:

This query displays employees' shift differential, commuter and overtime leave eligibility and provides details to allow Administrators to take the appropriate action to verify and/or correct COVA eligibility enrollment.

NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V_TA_ELIGIBILITY_ENROLL_LIST

INPUT / SEARCH CRITERIA:

Business Unit
Dept ID
Empl ID
TL Eligibility Type
As Of Date

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

Business Unit and **As Of Date** fields are required fields. The **As Of Date** is the effective date of the eligibility data.

Screenshot of the Active TL Eligibility Query

V_TA_ELIGIBILITY_ENROLL_LIST - Active TL Eligibility

Business Unit

26200

Dept ID

Emplid

TL Eligibility Type

As Of Date

11/30/2020

View Results

Download results in :

Excel Spreadsheet

CSV Text File

XML File

(96 kb)

View All

First 1-100 of 301

Last

Row	Employee Name	Employee ID	Employee Record	Position Number	JOB Business Unit	Department ID	HR Status	Employee Type	FLSA Status	Employee Class	Job Code	TL Eligibility Type	COVA Eligibility Effective Date	Eligibility Business Unit	Step	Rate Type	Include Overtime	Shift 2 Rate	Shift 3 Rate	Action
1			0	ARS00099	26200	10072	A	S	N	CLS	19013	OTLV	11/09/2019	26200	0			0.000	0.000	VERIFY
2			0	ARS00160	26200	10072	A	S	N	CLS	39111	OTLV	11/09/2019	26200	0			0.000	0.000	VERIFY
3			0	ARS01094	26200	10072	A	S	N	CLS	19013	OTLV	11/09/2019	26200	0			0.000	0.000	VERIFY
4			0	ARS00772	26200	10072	A	S	N	CLS	39111	OTLV	11/09/2019	26200	0			0.000	0.000	VERIFY
5			0	ARS00126	26200	10072	A	S	N	CLS	39111	OTLV	11/09/2019	26200	0			0.000	0.000	VERIFY
6			0	ARS00706	26200	10072	A	S	N	CLS	39111	OTLV	11/09/2019	26200	0			0.000	0.000	VERIFY
7			0	ARS00059	26200	10072	A	S	N	CLS	19211	OTLV	11/09/2019	26200	0			0.000	0.000	VERIFY
8			0	ARS00867	26200	10073	A	S	N	CLS	19013	OTLV	11/09/2019	26200	0			0.000	0.000	VERIFY
9			0	ARS00732	26200	10073	A	S	N	CLS	19013	OTLV	11/09/2019	26200	0			0.000	0.000	VERIFY
10			0	ARS00416	26200	10088	A	S	N	CLS	39073	OTLV	11/09/2019	26200	0			0.000	0.000	VERIFY
11			0	ARS00052	26200	10088	A	S	N	CLS	39073	OTLV	11/09/2019	26200	0			0.000	0.000	VERIFY
12			0	ARS00411	26200	11102	A	S	N	CLS	49053	OTLV	11/09/2019	26200	0			0.000	0.000	VERIFY



Comp Plan Enrollment Audit Query V_TA_COMP_PLAN_ENROLL_AUDIT

REVISED: 09/15/2021

DESCRIPTION:

This query displays changes to an employee's enrollment record and shows who and when updates were made to the employee's compensation plan enrollment.

NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V_TA_COMP_PLAN_ENROLL_AUDIT

INPUT / SEARCH CRITERIA:

Business Unit
Department ID
Employee ID
From Date
To Date

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

Business Unit, From Date and To Date fields are required fields. The date range is related to the audit date and time stamp. The audit action indicates the type of action, e.g., add, delete, or changes.

Screenshot of the Comp Plan Enrollment Audit Query

V_TA_COMP_PLAN_ENROLL_AUDIT - Comp Plan Enrollment Audit													
Business Unit <input type="text" value="50100"/>													
Department ID <input type="text"/>													
Employee ID <input type="text"/>													
From Date <input type="text" value="08/01/2020"/>													
To Date <input type="text" value="12/31/2020"/>													
View Results													
Download results in : Excel Spreadsheet CSV Text File XML File (1125 kb)													
View All													
												First 1-100 of 3144	
Row	Employee Name	Employee ID	Employee Record	Position Number	Department ID	Business Unit	HR Status	Comp Time Plan	Comp Plan Effective Status	Comp Plan Effective Date	Username Who made the change	Date and Time Stamp	Audit Action
1			0	DOTTA023	10000	50100	I	CARDINAL	A	11/10/2019		12/07/2020 3:09:59PM	A
2			0	DOTTA023	10000	50100	I	CARDINAL	A	11/10/2019		12/08/2020 3:03:00PM	A
3			0	DOTTA023	10000	50100	I	CARDINAL	A	11/10/2019		12/22/2020 1:40:59PM	A
4			0	DOTTA023	10000	50100	I	CARDINAL	A	11/10/2019		12/30/2020 6:19:44PM	A
5			0	DOTTA023	10000	50100	I	COMP_LEAVE	A	11/10/2019		12/07/2020 3:09:59PM	A
6			0	DOTTA023	10000	50100	I	COMP_LEAVE	A	11/10/2019		12/08/2020 3:03:00PM	A
7			0	DOTTA023	10000	50100	I	COMP_LEAVE	A	11/10/2019		12/22/2020 1:40:59PM	A
8			0	DOTTA023	10000	50100	I	COMP_LEAVE	A	11/10/2019		12/30/2020 6:19:44PM	A
9			0	DOTTA023	10000	50100	I	EARNAM-ECS	A	11/10/2019		12/07/2020 3:09:59PM	A
10			0	DOTTA023	10000	50100	I	EARNAM-ECS	A	11/10/2019		12/08/2020 3:03:00PM	A



Donated Leave Usage Query V_TA_DONATED_LEAVE

REVISED: 09/15/2021

DESCRIPTION:

This query lists donated leave hours for employees. This query displays leave donation taken (DLR) during a specified pay period (or multiple pay periods). The query displays the current balance of donated leave as of the leave period end date, the donated leave used within the leave period, and all regular time reported by an employee with a balance of donated leave.

The query can be run by Employee ID or Department ID for a specified beginning and ending date range. If the dates entered in the prompts do not reflect an actual Leave period, the dates are adjusted to include the whole Leave period(s) in which the beginning and ending dates fall. For example, using dates from 4/15/xxxx to 5/01/xxxx displays information relating to Leave Period 4/10/xxxx through 5/9/xxxx. In this example, information from two leave periods would be on the Query results.

NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V_TA_DONATED_LEAVE

INPUT / SEARCH CRITERIA:

Business Unit
Dept ID (blank for all)
Empl ID (blank for all)
From Date
To Date

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

Business Unit, From Date and To Date fields are required fields.

If regular time is reported, this indicates that an employee has returned to work and may no longer be eligible to have a balance of donated leave if they worked every day of the pay period. Reported time displays even if the employee took only partial days during the pay period, e.g., an employee reporting time at the beginning of the period but still taking leave donations the rest of the period.

Screenshot of the Donated Leave Usage Query

V_TA_DONATED_LEAVE - Donated Leave Usage

Business Unit

Dept ID (blank for all)

Empl ID (blank for all)

From Date

To Date

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

View All First 1-2 of 2 Last

Row	Unit	Department ID	Name	Employee ID	Employee Record	Position	Calendar ID	Period Begin Date	Period End Date	Absence Date	Absence Hours	Entitlement Bal	HR Status	Total Reported Hours
1	50100	10000				0 DOTTA024	S102020SM107	04/10/2020	04/24/2020		0.000000	100.000000	A	
2	50100	12069				0 DOT02371	S102020SM102	01/25/2020	02/09/2020	01/28/2020	8.000000	17.000000	A	



Emergency Overtime Meals Query V_TA_OT_MEAL

REVISED: 09/15/2021

DESCRIPTION:

This query displays both scheduled and non-scheduled workdays for which emergency overtime (OT) and/or emergency comp time is recorded, for use in determining overtime meal eligibility and calculations. Additionally, this query lists any other time recorded on those same reporting dates.

NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V_TA_OT_MEAL

INPUT / SEARCH CRITERIA:

Business Unit
Sum Cd/Dept ID (Blank for all)
Employee ID (Blank for all)
From Date
To Date

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

Business Unit, From Date and To Date fields are required fields.

Screenshot of the Emergency Overtime Meals Query

V_TA_OT_MEAL - Emergency OT Meal

Business Unit

Sum Cd/DeptID (Blank for all)

Employee ID (Blank for all)

From Date

To Date

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

View All

Row	Business Unit	Summary Code	Summary Description	Daily Date	Department	Dept Description	Work Schedule	Rotation	Work Description	Off Day Indicator	Empl ID	Empl Record	Employee Name	Position	Productive/ Non Productive	Workgr
1	50100	99999	VDOT Statewide	01/04/2020	12030	Fairystone Area Headquarters	40.00-Z88888Z-0	SASU	5x8 hour days - 2 OFF together	Y		1		DOT00075	Productive	SNRF07

Screenshot of the Emergency Overtime Meals Query (scrolled right)

First 1-1 of 1 Last

Productive/ Non Productive	Workgroup	TRC	Description	Hours	Approver	Timesheet Approval Status	Fund	Program	Department	Cost Center	Task	FIPS	Agency Use 1	Agency Use 2	Project	Activity	Telecommute
Productive	SNRF071E2	ETSA	Emerg OT @ Time 1/2 - Sal	6.00	00170309200	AP	04100		12021	11160000	72205	063					



Employee Absence Adjustments Query V_TA_ABS_ADJUSTMENTS

REVISED: 09/15/2021

DESCRIPTION:

This query displays absence balance adjustment transaction data including employee identification information, absence calendar information, absence adjustment type and amount, and date and time update information.

NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V_TA_ABS_ADJUSTMENTS

INPUT / SEARCH CRITERIA:

Business Unit
Dept ID (blank for all)
Employee ID (blank for all)
Leave Period End Date

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

Business Unit and Leave Period End Date fields are required fields.

Screenshot of the Employee Absence Adjustments Query

V_TA_ABS_ADJUSTMENTS - Absence Adjustments

Business Unit

Dept ID (blank for all)

Employee ID (blank for all)

Leave Period End Date

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (2 kb)

View All First 1-2 of 2 Last

Row	Unit	Dept ID	Name	EMPLID	Empl Record	Position	Calendar ID	End Date	Element Name	Descr	Balance Adjustment	Comments	Last Upd By	Last Upd DtTm
1	50100	13035			0	DOT20162	S102020SM100	01/10/2020	VAC ENT ELEM	Vacation	20.000000	VDOT Employee TA.15.B.114		11/30/2020 10:46:36AM
2	50100	14052			0	DOT00708	S102020SM100	01/10/2020	PD2 ENT ELEM	Pre-disciplinary leave 2	10.000000	Future Calendar Period test		01/11/2021 11:52:07AM



Employee Schedule Review Query V_TA_SCHEDULE_REVIEW

REVISED: 09/15/2021

DESCRIPTION:

This query provides the administrative users the ability to list time reporters without a schedule and those with a default schedule, salaried employees with an hourly schedule, and employees with an invalid schedule group.

NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V_TA_SCHEDULE_REVIEW

INPUT / SEARCH CRITERIA:

Business Unit
Dept ID (blank for all)
Empl ID (blank for all)

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

Business Unit field is a required field.

Screenshot of the Employee Schedule Review Query

V_TA_SCHEDULE_REVIEW - Employee Schedule Review														
Business Unit <input type="text" value="26200"/>														
Dept ID (blank for all) <input type="text"/>														
Empl ID (blank for all) <input type="text"/>														
<input type="button" value="View Results"/>														
Download results in : Excel Spreadsheet CSV Text File XML File (6 kb)														
View All First 1-7 of 7 Last														
Row	Name	Employee ID	Empl Record	Position	Location	Job Code	Unit	Dept ID	Type	FLSA Stat	Reports To	Current HR Status	Workgroup	Reason
1			0	ARSTA01	ARS	00151	26200	10000	H	Nonexempt		Active	HNRF07BP1	Employees with Missing Schedule
2			1	ARS00432	CENTR	49012	26200	11109	S	Professional	ARS00481	Active	SERF071E1	Employees with Missing Schedule
3			1	ARS00194	CENTR	49013	26200	11332	S	Professional	ARS00424	Active	SERF071E1	Employees with Missing Schedule
4			0	ARS00535	CENTR	49053	26200	12209	S	Nonexempt	ARS00950	Active	SNRF071E1	Employees with Missing Schedule
5			0	ARS00696	CENTR	49013	26200	13407	S	Professional	ARS00556	Active	SERF071E1	Employees with Missing Schedule
6			0	ARSD0340	CENTR	49172	26200	90902	S	Professional	ARSD0230	Active	SERF071E1	Employees with Missing Schedule
7			0	ARSORP00	CENTR	COVA99	26200	99999	S	Nonexempt		Active	INVALID	Employees with Missing Schedule



FML Without Concurrent Absence Query V_TA_FML_CONCURRENT_ABS_AUDIT

REVISED: 09/15/2021

DESCRIPTION:

This query identifies when Family Medical Leave (FML) is reported without another absence. This query also displays employees having FML reported for a day and concurrent absence hours less than the FML hours entered for the same day.

NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V_TA_FML_CONCURRENT_ABS_AUDIT

INPUT / SEARCH CRITERIA:

Business Unit
Location (blank for all)
Begin Date
To Date

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

Business Unit, Begin Date and To Date fields are required fields.

While calculating concurrent absences hours for the day FML hours are reported, the query also adds hours reported under Time Reporting Codes (TRCs) 'OTT- Overtime Leave Taken' and 'CPT – Compensatory Leave Taken' because these are considered as absence hours to calculate concurrent hours for FML.

Screenshot of the FML Without Concurrent Absence Query

V_TA_FML_CONCURRENT_ABS_AUDIT - FML without concurrent absence

Business Unit

50100

Location (blank for all)

Begin Date

11/01/2019

To Date

04/30/2020

View Results

Download results in :

Excel Spreadsheet

CSV Text File

XML File

(43 kb)

View All

First 1-82 of 82 Last

Row	Employee Name	Employee ID	Empl Rcd	Position Number	Business Unit	Department ID	Dept Description	Location	Calendar ID	Absence Date	Scheduled Hrs	Absence Begin Date	Absence End Date	Total Hours Entered	Hours Paid	Hours Unpaid	Termination Date
1			0	DOTTA024	50100	10000	All Central Office Orgs	10	S102019SM121	11/13/2019	8.00	11/13/2019	11/24/2019	8.000000	8.000000	0.000000	
2			0	DOTTA024	50100	10000	All Central Office Orgs	10	S102019SM121	11/14/2019	8.00	11/13/2019	11/24/2019	8.000000	8.000000	0.000000	
3			0	DOTTA024	50100	10000	All Central Office Orgs	10	S102019SM121	11/15/2019	8.00	11/13/2019	11/24/2019	8.000000	8.000000	0.000000	
4			0	DOTTA024	50100	10000	All Central Office Orgs	10	S102019SM121	11/18/2019	8.00	11/13/2019	11/24/2019	8.000000	8.000000	0.000000	
5			0	DOTTA024	50100	10000	All Central Office Orgs	10	S102019SM121	11/19/2019	8.00	11/13/2019	11/24/2019	8.000000	8.000000	0.000000	
6			0	DOTTA024	50100	10000	All Central Office Orgs	10	S102019SM121	11/20/2019	8.00	11/13/2019	11/24/2019	8.000000	8.000000	0.000000	
7			0	DOTTA024	50100	10000	All Central Office Orgs	10	S102019SM121	11/21/2019	8.00	11/13/2019	11/24/2019	8.000000	8.000000	0.000000	
8			0	DOTTA024	50100	10000	All Central Office Orgs	10	S102019SM121	11/22/2019	8.00	11/13/2019	11/24/2019	8.000000	8.000000	0.000000	
9			0	DOTTA025	50100	10000	All Central Office Orgs	10	S102019SM121	11/12/2019	8.00	11/10/2019	11/24/2019	8.000000	8.000000	0.000000	
10			0	DOTTA025	50100	10000	All Central Office Orgs	10	S102019SM121	11/13/2019	8.00	11/10/2019	11/24/2019	8.000000	8.000000	0.000000	
11			0	DOTTA025	50100	10000	All Central Office Orgs	10	S102019SM121	11/14/2019	8.00	11/10/2019	11/24/2019	8.000000	8.000000	0.000000	
12			0	DOTTA025	50100	10000	All Central Office Orgs	10	S102019SM121	11/15/2019	8.00	11/10/2019	11/24/2019	8.000000	8.000000	0.000000	
13			0	DOTTA025	50100	10000	All Central Office Orgs	10	S102019SM121	11/18/2019	8.00	11/10/2019	11/24/2019	8.000000	8.000000	0.000000	



Inactive Employee with Leave Balance Query V_TA_BAL_FOR_INACTIVE_EMP

REVISED: 09/15/2021

DESCRIPTION:

This query lists leave types and balances for employees in an inactive/terminated status. Typically these employees have been paid for their remaining balances but the corresponding balance adjustments in Cardinal have not been made.

NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V_TA_BAL_FOR_INACTIVE_EMP

INPUT / SEARCH CRITERIA:

Business Unit
Location (Blank for All)
Dept ID (Blank for All)
Empl ID (Blank for All)

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

Business Unit field is a required field. The query displays all users with a JOB.HR_STATUS = 'I' which have a balance (<> 0).

Screenshot of the Inactive Employee with Leave Balance Query

V_TA_BAL_FOR_INACTIVE_EMP - Inactive Employee With Balance										
Business Unit 24200										
Location (Blank for All)										
Dept ID (Blank for All)										
Empl ID (Blank for All)										
View Results										
Download results in : Excel Spreadsheet CSV Text File XML File (2 kb)										
View All										
										First 1-8 of 8 Last
Row	Unit	Location	Department	Name	Employee ID	Employee Record	Position	Date	Leave Code	Leave Balance
1	24200	CENTR	13400				0 CNU00242	2020-01-09	CSL ENT EL	32.000
2	24200	CENTR	13400				0 CNU00242	2020-01-09	SCK ENT EL	5.000
3	24200	CENTR	13400				0 CNU00242	2020-01-09	SDP ENT EL	40.000
4	24200	CENTR	13400				0 CNU00242	2020-01-09	VAC ENT EL	484.500
5	24200	CENTR	24100				0 CNUFA345	2019-12-24	CSL ENT EL	16.000
6	24200	CENTR	24100				0 CNUFA345	2019-12-24	PER ENT EL	16.000
7	24200	CENTR	24100				0 CNUFA345	2019-12-24	SDP ENT EL	40.000
8	24200	CENTR	24100				0 CNUFA345	2019-12-24	VAC ENT EL	4.000



Ineligible Forecasted Absence Events Query V_TA_ABS_EVT_FCST_INELIG

REVISED: 09/15/2021

DESCRIPTION:

This query provides absences deemed ineligible for review and update.

NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V_TA_ABS_EVT_FCST_INELIG

INPUT / SEARCH CRITERIA:

Business Unit
Dept ID (Blank for All)
Current Leave Yr End Date

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

Business Unit and Current Leave Yr End Date fields are required fields.

Screenshot of the ineligible Forecasted Absence Events Query

V_TA_ABS_EVT_FCST_INELIG - Ineligible Forecasted Absence

Business Unit50100

Department ID (Blank for All)10003

Current Leave Yr End Date12/31/2020

View Results

Download results in : Excel Spreadsheet CSV Text File XML File (21 kb)

View All

First 1-35 of 35 Last

Row	Dept ID	Department	Business Unit	Empl ID	Empl Record	Position	Employee Name	Leave Type	Absence Name	Absence Reason	Begin Date	End Date	Entry Source	Workflow Status	Manager Approved	Begin Day Hours	End Day Hours	All Days Indicator	Absence Duration	Process Date	Forecast Value	Forecast Date Time	Date Submitted
1	10003	Administrative Services	50100		0	05153		VAC TAKE ELEM	Vacation	VAC	11/01/2012	11/01/2012	7	A	Y	4.00	0.00	N	4.00	01/15/2014	INELIGIBLE	03/12/2014 1:20:01PM	11/09/2012
2	10003	Administrative Services	50100		0	05153		VAC TAKE ELEM	Vacation	VAC	11/16/2012	11/16/2012	7	A	Y	4.00	0.00	N	4.00	01/15/2014	INELIGIBLE	03/12/2014 1:20:01PM	11/27/2012
3	10003	Administrative Services	50100		0	05153		LNP TAKE ELEM	Pay Docking	LNP	09/05/2014	09/05/2014	7	A	Y	1.00	0.00	Y	1.00	09/30/2014	INELIGIBLE	09/15/2014 8:12:14AM	09/15/2014
4	10003	Administrative Services	50100		0	DOT20256		FML TAKE ELEM	Family and Medical Leave	FME	02/15/2012	02/24/2012	1	A	Y	0.00	0.00	N	0.00	01/15/2014	INELIGIBLE	05/06/2016 3:58:25PM	
5	10003	Administrative Services	50100		0	DOT20256		FML TAKE ELEM	Family and Medical Leave	FME	02/27/2012	03/02/2012	1	A	Y	0.00	0.00	N	0.00	01/15/2014	INELIGIBLE	05/06/2016 3:58:25PM	
6	10003	Administrative Services	50100		0	DOT20256		FML TAKE ELEM	Family and Medical Leave	FME	05/30/2014	06/08/2014	1	A	Y	0.00	0.00	N	0.00	07/16/2014	INELIGIBLE	05/06/2016 3:58:27PM	
								PER	SDP														



Invalid ChartField Combination Query V_TA_INVALID_CHARTFIELDS

REVISED: 09/15/2021

DESCRIPTION:

This query lists invalid ChartField combinations on reported time for review and correction. In Cardinal, Time Admin generates a TLX00110 exception when the combo code entered on the timesheet does not exist or is inactive as of the time period in which it is being reported. This query lists all the employees with TLX00110 exception for the given date range.

NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V_TA_INVALID_CHARTFIELDS

INPUT / SEARCH CRITERIA:

Business Unit
From Date
To Date

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

From Date and To Date fields are required fields.

Screenshot of the Invalid ChartField Combination Query

V_TA_INVALID_CHARTFIELDS - Invalid ChartField Combination

Business Unit

From Date

05/25/2016

To Date

06/09/2016

View Results

Download results in :

Excel SpreadSheet

CSV Text File

XML File

(2 kb)

View All

First 1-3 of 3 Last

Row	Name	Empl ID	Empl Record	Position Number	Business Unit	Duration	Reporting Code	Location	Message Text	Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	PC Bus Unit	Project	Activity
1			0	H2604	50100	05/25/2016	RGH	12	000203486	599999	04720	603006	12010		035					50100	0000100172	516
2			0	H2604	50100	05/31/2016	RGH	12	000221253	599999	04720	603004	10114	12030200	063			00008				
3			0	H2604	50100	06/01/2016	RGH	12	000203486	599999	04720	603006	12010		035					50100	0000100172	516



Leave Balance Adjustment Query (in Template format) V_TA_LEAVE_BAL_ADJ

REVISED: 09/15/2021

DESCRIPTION:

This query lists the necessary data from Cardinal to populate the Excel template to allow agencies to enter leave balance adjustments into a spreadsheet for upload for the **Leave Balance Adjustment Mass Upload** process.

NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V_TA_LEAVE_BAL_ADJ

INPUT / SEARCH CRITERIA:

Business Unit (Blank for All)
Department (Blank for All)
Paygroup
Calendar ID
Element Name

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

Paygroup, Calendar ID, and Element Name fields are required fields.

Screenshot of the Leave Balance Adjustment Query

V_TA_LEAVE_BAL_ADJ - Leave Balance Adjustment Query

Business Unit (Blank for All)

Department (Blank for All)

Paygroup

Calendar ID

Element Name

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (87 kb)

View All First 1-100 of 458 Last

Row	Employee ID	Employee Record Number	Calendar ID	Element Name	Balance Adjustment	Comment
1			0 SM22020SM224	DLR ENT ELEM	0	Leave Balance Adjustment Mass Upload
2			0 SM22020SM224	DLR ENT ELEM	0	Leave Balance Adjustment Mass Upload
3			0 SM22020SM224	DLR ENT ELEM	0	Leave Balance Adjustment Mass Upload
4			0 SM22020SM224	DLR ENT ELEM	0	Leave Balance Adjustment Mass Upload
5			0 SM22020SM224	DLR ENT ELEM	0	Leave Balance Adjustment Mass Upload
6			0 SM22020SM224	DLR ENT ELEM	0	Leave Balance Adjustment Mass Upload
7			0 SM22020SM224	DLR ENT ELEM	0	Leave Balance Adjustment Mass Upload
8			0 SM22020SM224	DLR ENT ELEM	0	Leave Balance Adjustment Mass Upload
9			0 SM22020SM224	DLR ENT ELEM	0	Leave Balance Adjustment Mass Upload
10			0 SM22020SM224	DLR ENT ELEM	0	Leave Balance Adjustment Mass Upload
11			0 SM22020SM224	DLR ENT ELEM	0	Leave Balance Adjustment Mass Upload
12			0 SM22020SM224	DLR ENT ELEM	0	Leave Balance Adjustment Mass Upload



Leave Balances by Department ID/Location Query V_TA_LV_BAL_BY_DEPTID_DISTRICT

REVISED: 09/15/2021

DESCRIPTION:

This query lists leave balances by Department, Reports To, or employee.

NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V_TA_LV_BAL_BY_DEPTID_DISTRICT

INPUT / SEARCH CRITERIA:

Business Unit
Dept ID (blank for all)
Reports To (blank for all)
Empl ID (blank for all)

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

Business Unit field is a required field.

Screenshot of the Leave Balances by Department ID/Location Query

V_TA_LV_BAL_BY_DEPTID_DISTRICT - Leave Bal by Deptid/Location													
Business Unit 24200 <input type="text"/>													
Dept ID (blank for all) <input type="text"/>													
Reports To (blank for all) <input type="text"/>													
Empl ID (blank for all) <input type="text"/>													
<input type="button" value="View Results"/>													
Download results in: Excel Spreadsheet CSV Text File XML File (929 kb)													
View All													
First 1-100 of 2816 <input type="button" value="Previous"/> <input type="button" value="Next"/> Last													
Row	Business Unit	Location/District	Department	Reports To	Employee Name	Emplid	Employee Record	Position	Leave Code	Numeric Value	Seniority Date	FLSA Status	Leave Year
1	24200	CENTR	11185	CNUF0393			0 CNUF0371	PER		32.000000	08/25/2013	P	2020
2	24200	CENTR	11185	CNUF0393			0 CNUF0371	SDP		72.000000	08/25/2013	P	2020
3	24200	CENTR	11185	CNUF0393			0 CNU00391	CSL		16.000000	07/10/2018	N	2020
4	24200	CENTR	11185	CNUF0393			0 CNU00391	ERL		7.000000	07/10/2018	N	2020
5	24200	CENTR	11185	CNUF0393			0 CNU00391	PER		32.000000	07/10/2018	N	2020
6	24200	CENTR	11185	CNUF0393			0 CNU00391	SDP		64.000000	07/10/2018	N	2020
7	24200	CENTR	11185	CNUF0393			0 CNU00391	VAC		158.000000	07/10/2018	N	2020
8	24200	CENTR	11185	CNUF0393			0 CNUF0493	PER		32.000000	08/25/2014	P	2020
9	24200	CENTR	11185	CNUF0393			0 CNUF0493	SDP		72.000000	08/25/2014	P	2020
10	24200	CENTR	11185	CNUF0393			0 CNUF0294	PER		32.000000	08/25/2013	P	2020
11	24200	CENTR	11185	CNUF0393			0 CNUF0294	SDP		72.000000	08/25/2013	P	2020
12	24200	CENTR	11185	CNUF0393			0 CNUF0066	PER		40.000000	09/01/2007	P	2020



Negative Hours From Prior Period Adjustment Query V_TA_NEG_HRS

REVISED: 09/15/2021

DESCRIPTION:

This query utilizes the data from Payable Time Table and generates the list of negative hours for employees whose pay is affected due to prior period adjustments in Time and Labor for the Current Pay Period.

Adjustments to the time submitted and paid generate offsets in Time and Labor. The Load Time and Labor process populates the employee paysheet with negative and positive hours for offsets and summarizes by date and earning code. Not all the adjustments affect the employees' pay; in some instances, adjustments are made to correct the time without affecting the pay. This query only lists employees whose pay is affected negatively due to prior period adjustments.

NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V_TA_NEG_HRS

INPUT / SEARCH CRITERIA:

Pay Run ID
Business Unit

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

Pay Run ID and Business Unit fields are required fields.

Screenshot of the Negative Hours From Prior Period Adj Query

V_TA_NEG_HRS - Neg hrs from Prior Period Adj												
Pay Run ID TABWX1207												
Business Unit 30100												
View Results												
Download results in : Excel Spreadsheet CSV Text File XML File (13 kb)												
View All												
Row	Empl ID	Empl Record	Name	Position Number	Location	Business Unit	Department	TRC	Date	Hours	Pay Group	Pay Period End Date
1		0		ACSW0117	CENTR	30100	35600	COHX3	10/28/2019	-2.000000	BW1	12/07/2019
2		0		ACSW0117	CENTR	30100	35600	RGHA3	10/28/2019	2.000000	BW1	12/07/2019
3		0		ACSW0117	CENTR	30100	35600	RGHX	10/28/2019	-10.000000	BW1	12/07/2019
4		0		ACSW0117	CENTR	30100	35600	COHX2	10/29/2019	-2.000000	BW1	12/07/2019
5		0		ACSW0117	CENTR	30100	35600	RGHA	10/29/2019	6.000000	BW1	12/07/2019
6		0		ACSW0117	CENTR	30100	35600	RGHA2	10/29/2019	2.000000	BW1	12/07/2019
7		0		ACSW0117	CENTR	30100	35600	RGHX1	10/29/2019	-10.000000	BW1	12/07/2019
8		0		ACSW0117	CENTR	30100	35600	COHX1	10/30/2019	-2.000000	BW1	12/07/2019
9		0		ACSW0117	CENTR	30100	35600	RGHA	10/30/2019	8.000000	BW1	12/07/2019
10		0		ACSW0117	CENTR	30100	35600	RGHA1	10/30/2019	2.000000	BW1	12/07/2019
11		0		ACSW0117	CENTR	30100	35600	RGHX2	10/30/2019	-10.000000	BW1	12/07/2019
12		0		ACSW0117	CENTR	30100	35600	RGHA	10/31/2019	8.000000	BW1	12/07/2019
13		0		ACSW0117	CENTR	30100	35600	RGHX3	10/31/2019	-10.000000	BW1	12/07/2019
14		0										



Negative Leave Balances Query V_TA_LV_BALANCES_NEGATIVE

REVISED: 09/15/2021

DESCRIPTION:

This query displays a list of employees with negative leave balances in the max version of each calendar. This query should be run periodically to manually re-adjust the balances by the appropriate amount in the appropriate period so that the balances are zeroed out. Negative balance must be corrected for active employees before leave year-end processing in order to carry over the appropriate balance into the new year, and must also be corrected before the leave liability report is run at fiscal year-end in order to calculate appropriate liability.

NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V_TA_LV_BALANCES_NEGATIVE

INPUT / SEARCH CRITERIA:

Business Unit
Location (blank for all)
Dept ID (blank for all)

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

The query can be run by Business Unit, for a specific location or department; or leaving the fields blank retrieves all results.

Screenshot of the Negative Leave Balances Query

V_TA_LV_BALANCES_NEGATIVE - Negative Leave Balances												
Business Unit <input type="text"/>												
Location (blank for all) <input type="text"/>												
Dept ID (blank for all) <input type="text"/>												
View Results												
Download results in : Excel Spreadsheet CSV Text File XML File (325 kb)												
View All												
Row	Business Unit	Location	Department ID	Employee Name	Empl ID	Empl Record	Position	Calendar Group	Calendar ID	Numeric Value	Name	Term Date
1	50100	10	10000			0	DOTTA026	2020SM100	S102019SM121	-110.000000	ALI ENT ELEM_BAL	
2	50100	10	10000			0	DOTTA026	2020SM100	S102019SM121	-120.000000	FCS ENT ELEM_BAL	
3	50100	10	10000			0	DOTTA026	2020SM100	S102019SM121	-500.000000	FML ENT ELEM_BAL	
4	50100	10	10000			0	DOTTA026	2020SM100	S102019SM121	-130.000000	FSK ENT ELEM_BAL	
5	50100	10	10000			0	DOTTA026	2020SM100	S102019SM121	-140.000000	FVC ENT ELEM_BAL	
6	50100	10	10000			0	DOTTA026	2020SM100	S102019SM122	-110.000000	ALI ENT ELEM_BAL	
7	50100	10	10000			0	DOTTA026	2020SM100	S102019SM122	-120.000000	FCS ENT ELEM_BAL	
8	50100	10	10000			0	DOTTA026	2020SM100	S102019SM122	-500.000000	FML ENT ELEM_BAL	
9	50100	10	10000			0	DOTTA026	2020SM100	S102019SM122	-130.000000	FSK ENT ELEM_BAL	
10	50100	10	10000			0	DOTTA026	2020SM100	S102019SM122	-140.000000	FVC ENT ELEM_BAL	
11	50100	10	10000			0	DOTTA026	2020SM100	S102019SM123	-110.000000	ALI ENT ELEM_BAL	
12	50100	10	10000			0	DOTTA026	2020SM100	S102019SM123	-120.000000	FCS ENT ELEM_BAL	
13	50100	10	10000			0	DOTTA026	2020SM100	S102019SM123	-500.000000	FML ENT ELEM_BAL	
14	50100	10	10000			0	DOTTA026	2020SM100	S102019SM123	-130.000000	FSK ENT ELEM_BAL	



Saved & Submitted Absences Query V_TA_ABS_SV_AND_SB_STATUS

REVISED: 09/15/2021

DESCRIPTION:

This query provides absences currently in saved and submitted status for the date range specified by the user.

NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V_TA_ABS_SV_AND_SB_STATUS

INPUT / SEARCH CRITERIA:

Business Unit
Department ID (Blank for All)
BGN_DT From
BGN_DT Through

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

Business Unit, BGN_DT From and BGN_DT Through fields are required fields.

Screenshot of the Saved & Submitted Absences Query

V_TA_ABS_SV_AND_SB_STATUS - Saved and Submitted Absences

Business Unit

Department ID (Blank for All)

BGN_DT From

BGN_DT Through

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

[View All](#)

First 1-2 of 2 Last

Row	Business Unit	Location	Department ID	Descr	Name	Employee ID	Employee Record	Position Number	Reports To	Employee ID	Name	Begin Date	End Date	Absence Type	Duration	Forecast Value	WF Status
1	50100	CENTR	13004	Appomattox Residency			0	DOT22525	DOT22939			01/06/2021	01/06/2021	ADM	8.00		S
2	50100	CENTR	13004	Appomattox Residency			0	DOT22525	DOT22939			01/07/2021	01/07/2021	ADM	8.00		S



Time and Labor to Paysheet Error Query V_TA_TL_PAYSHEET_REJECTED

REVISED: 09/15/2021

DESCRIPTION:

This query lists errors from the **Time and Labor to Paysheet Integration** process. This query list hours rejected by payroll. Payable time is created through the Time Administration process and is the end product of Time and Labor.

NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V_TA_TL_PAYSHEET_REJECTED

INPUT / SEARCH CRITERIA:

Business Unit
Dept ID
Employee ID

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

Business Unit fields is a required field.

Screenshot of the Time and Labor to PaySheet Error Query

V_TA_TL_PAYSHEET_REJECTED - Time & Labor to Paysheet Error										
Business Unit <input type="text" value="15100"/>										
Dept ID <input type="text"/>										
Employee ID <input type="text"/>										
<input type="button" value="View Results"/>										
Download results in : Excel Spreadsheet CSV Text File XML File (14 kb)										
View All										
First 1-53 of 53 Last										
Row	Empl ID	Empl Record	Name	Dept ID	Business Unit	Date	Pay Sheet Posted Hours	Pay End Date	Payable Status	
1		0		10001	15100	05/07/2012	0.000000	05/09/2012	RP	
2		0		10001	15100	05/08/2012	0.000000	05/09/2012	RP	
3		0		10001	15100	11/11/2013	8.000000	11/24/2013	RP	
4		0		10001	15100	11/27/2013	4.000000	12/09/2013	RP	
5		0		10001	15100	11/28/2013	8.000000	12/09/2013	RP	
6		0		10001	15100	11/29/2013	8.000000	12/09/2013	RP	
7		0		10001	15100	12/18/2013	8.000000	12/24/2013	RP	
8		0		10001	15100	12/19/2013	8.000000	12/24/2013	RP	
9		0		10001	15100	12/20/2013	8.000000	12/24/2013	RP	
10		0		10001	15100	05/16/2014	0.000000	05/24/2014	RP	
11		0		10001	15100	05/16/2014	0.000000	06/09/2014	RP	
12		0		10001	15100	05/17/2014	0.000000	06/09/2014	RP	



Time and Labor to Paysheet Posted Query V_TA_TL_PAYSHEET_POSTED

REVISED: 09/15/2021

DESCRIPTION:

This query lists hours posted to PaySheets from Time and Labor, where the payable status is Taken by Payroll, Closed, Reversed Payable Status (check reversal), or Distributed.

NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V_TA_TL_PAYSHEET_POSTED

INPUT / SEARCH CRITERIA:

Business Unit
Dept ID
Empl ID
Pay End Date
Empl Type

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

Business Unit and Pay End Date fields are required fields.

Screenshot of the Time and Labor to PaySheet Posted Query

V_TA_TL_PAYSHEET_POSTED - Time & Labor To Pay Sheet Post														
Business Unit 50100 Q														
Dept ID Q														
Empl ID Q														
Pay End Date 02/09/2020														
Empl Type														
View Results														
Download results in : Excel Spreadsheet CSV Text File XML File (26 kb)														
View All														
Row	Name	EMPLID	Empl Record	Position Number	Dept ID	Business Unit	Date	TRC	Descr	Pay Sheet Posted Hours	Payable Status	Payable Reason Code	Pay Group	Pay Period End
1			0	DOT03688	11068	50100	11/12/2019	COMX	Commuter Imputed Income	1.000000	TP		S10	02/09/2020
2			0	DOT03688	11068	50100	11/13/2019	COMX	Commuter Imputed Income	1.000000	TP		S10	02/09/2020
3			0	DOT03688	11068	50100	11/14/2019	COMX	Commuter Imputed Income	1.000000	TP		S10	02/09/2020
4			0	DOT03688	11068	50100	11/15/2019	COMX	Commuter Imputed Income	1.000000	TP		S10	02/09/2020
5			0	DOT03688	11068	50100	11/18/2019	COMX	Commuter Imputed Income	1.000000	TP		S10	02/09/2020
6			0	DOT03688	11068	50100	11/19/2019	COMX	Commuter Imputed Income	1.000000	TP		S10	02/09/2020
7			0	DOT03688	11068	50100	11/20/2019	COMX	Commuter Imputed Income	1.000000	TP		S10	02/09/2020
8			0	DOT03688	11068	50100	11/21/2019	COMX	Commuter Imputed Income	1.000000	TP		S10	02/09/2020
9			0	DOT03688	11068	50100	11/22/2019	COMX	Commuter Imputed Income	1.000000	TP		S10	02/09/2020
10			0	DOT03688	11068	50100	11/25/2019	COMX	Commuter Imputed Income	1.000000	TP		S10	02/09/2020



Time (Entry) Approval Audit Query V_TA_TIME_APPROVAL_AUDIT

REVISED: 09/15/2021

DESCRIPTION:

This query lists payable time for an employee within a given date range. Run V_TA_TIME_ENTRY_AUDIT query to determine who entered time and when, and run this query, V_TA_TIME_APPROVAL_AUDIT, for the information needed concerning the 'who' and 'when' on time changes and approvals.

NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V_TA_TIME_APPROVAL_AUDIT

INPUT / SEARCH CRITERIA:

Business Unit
Empl ID
Date From
Date To

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

Business Unit, Date From and Date To fields are required fields.

Screenshot of the Time Approval Audit Query

V_TA_TIME_APPROVAL_AUDIT - Time Approval Audit Query

Business Unit

15100

Empl ID

Date From

01/01/2020

Date To

04/30/2021

View Results

Download results in :

Excel Spreadsheet

CSV Text File

XML File

(5 kb)

View All

Row	Name	Employee ID	Empl Record	Dept ID	Position	Unit	Daily Date	Approver Oprid	Approval Date	Last Updated Date	Timesheet Approved Status	TRC	Hours	Unit	Accou Code
1			1	10000	DOATA100	15100	01/13/2020		01/18/2021 8:57:16AM	01/18/2020	TP	RGHA	8.000000	15100	
2			1	10000	DOATA100	15100	01/14/2020		01/18/2021 8:57:16AM	01/18/2020	TP	RGHA	8.000000	15100	
3			1	10000	DOATA100	15100	01/15/2020		01/18/2021 8:57:16AM	01/18/2020	TP	RGHA	8.000000	15100	
4			1	10000	DOATA100	15100	01/16/2020		01/18/2021 8:57:16AM	01/18/2020	TP	RGHA	8.000000	15100	
5			1	10000	DOATA100	15100	01/17/2020		01/18/2021 8:57:16AM	01/18/2020	TP	RGHA	8.000000	15100	

Screenshot of the Time Approval Audit Query (scrolled right)

Count Code	Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	PC Bus Unit	Project ID	Activity ID	Telecommute	Equipment	User Field 1	User Field 2	User Field 3	User Field 4	Sequence Number	Pay Req Nbr	Orig Sequence	Initial Seq Nbr
																				440249786000001	65234	0	0
																				440249786000002	65234	0	0
																				440249786000003	65234	0	0
																				440249786000004	65234	0	0
																				440249786000005	65234	0	0



Time Entry Audit Query V_TA_TIME_ENTRY_AUDIT

REVISED: 09/15/2021

DESCRIPTION:

This query lists all reported time for an employee within a given date range, Run this V_TA_TIME_ENTRY_AUDIT query to determine who entered time and when, and run query, V_TA_TIME_APPROVAL_AUDIT, for the information needed concerning the 'who' and 'when' on time changes and approvals.

NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V_TA_TIME_ENTRY_AUDIT

INPUT / SEARCH CRITERIA:

Business Unit
Empl ID
Date From
Date To

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

Business Unit, Date From and Date To fields are required fields.

Screenshot of the Time Entry Audit Query

V_TA_TIME_ENTRY_AUDIT - Time Entry Audit Query													
Business Unit 15100													
Empl ID %													
Date From 01/01/2020													
Date To 04/30/2021													
View Results													
Download results in : Excel Spreadsheet CSV Text File XML File (4 kb)													
View All													
First 1-10 of 10 Last													
Row	Name	Employee ID	Empl Record	Unit	Daily Date	Audit Action	Audit Time	Audit Oprid	Reported Status	TRC	Hours	Account Code	Last Modified Time
1			1	15100	01/13/2020	A	01/14/2021 6:55:47PM		SB	REG	8.000000		01/14/2021 6:55:47PM
2			1	15100	01/13/2020	X	01/14/2021 6:55:47PM		SB	REG	8.000000		01/14/2021 6:55:47PM
3			1	15100	01/14/2020	A	01/14/2021 6:55:47PM		SB	REG	8.000000		01/14/2021 6:55:47PM
4			1	15100	01/14/2020	X	01/14/2021 6:55:47PM		SB	REG	8.000000		01/14/2021 6:55:47PM
5			1	15100	01/15/2020	A	01/14/2021 6:55:47PM		SB	REG	8.000000		01/14/2021 6:55:47PM
6			1	15100	01/15/2020	X	01/14/2021 6:55:47PM		SB	REG	8.000000		01/14/2021 6:55:47PM
7			1	15100	01/16/2020	A	01/14/2021 6:55:47PM		SB	REG	8.000000		01/14/2021 6:55:47PM
8			1	15100	01/16/2020	X	01/14/2021 6:55:47PM		SB	REG	8.000000		01/14/2021 6:55:47PM
9			1	15100	01/17/2020	A	01/14/2021 6:55:47PM		SB	REG	8.000000		01/14/2021 6:55:47PM
10			1	15100	01/17/2020	X	01/14/2021 6:55:47PM		SB	REG	8.000000		01/14/2021 6:55:47PM



Time Reporter (Auto Enrollment) Exceptions Query V_TA_AUTO_ENROLL_EXC

REVISED: 09/15/2021

DESCRIPTION:

This query displays auto enrollment exceptions for review and correction. This query lists employees with inappropriate time reporter data by comparing time reporter data with job data. The report lists all employees who may need updates or maintenance to time reporter data.

NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V_TA_AUTO_ENROLL_EXC

INPUT / SEARCH CRITERIA:

Business Unit
Dept ID
Location

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

Business Unit field is a required field.

Screenshot of the Time Reporter Exceptions Query

V_TA_AUTO_ENROLL_EXC - Time Reporter Exceptions Query

Business Unit

Dept ID

Location

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

View All

First 1-3 of 3 Last

Row	NAME	ID	Empl Record	Position	Type	Unit	Location	Dept ID	Descr	Group	Status	Workgroup	Taskgroup	FLSA Stat	HR Status	REASON
1			0	GIF001T	S	40300	PF140	11000	Administration	SM1	I	SERF071P2	40300CCOP	N	A	D
2			0	GIF003T	S	40300	PF140	11000	Administration	SM1	A	SERF071P2	40300CCOP	N	A	D
3			0	GIF16T	S	40300	CENTR	55007	Wytheville Trout Hatchery	SM1	I	INACTIVE	VANONE	N	A	A



Time Reporter Changes Query V_TA_TIME_REPORTER

REVISED: 09/15/2021

DESCRIPTION:

This query includes new time reporter enrollments and changes to existing employees on the Time Reporter pages.

NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V_TA_TIME_REPORTER

INPUT / SEARCH CRITERIA:

Business Unit
Dept ID
Employee ID
From Date
To Date

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

Business Unit, From Date and To Date fields are required fields.

Screenshot of the Time Reporter Changes Query

V_TA_TIME_REPORTER - Time Reporter Changes

Business Unit15100

Dept ID

Employee ID

From Date01/01/2021

To Date04/30/2021

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (294 kb)

View All

First 1-100 of 398Last

Row	Name	Employee ID	Empl Record	Position Number	Business Unit	Dept ID	HR Status	Changed On	Changed By	Changed Field	Old Value	New Value	Change Effective Date
1			1	DOATA100	15100	10000	A	01/06/2021 1:23:23PM		EMPLID		00209293100	2020-01-13
2			1	DOATA100	15100	10000	A	01/06/2021 1:23:23PM		EMPL_RCD		1	2020-01-13
3			1	DOATA100	15100	10000	A	01/06/2021 1:23:23PM		EFFDT		2020-01-13	2020-01-13
4			1	DOATA100	15100	10000	A	01/06/2021 1:23:23PM		TIME_RPTG_STATUS		A	2020-01-13
5			1	DOATA100	15100	10000	A	01/06/2021 1:23:23PM		TIME_RPTR_IND		E	2020-01-13
6			1	DOATA100	15100	10000	A	01/06/2021 1:23:23PM		WORKGROUP		HNRF07BP1	2020-01-13
7			1	DOATA100	15100	10000	A	01/06/2021 1:23:23PM		TASKGROUP		15100BA	2020-01-13
8			1	DOATA100	15100	10000	A	01/06/2021 1:23:23PM		TL_TIME_TO_PAY		Y	2020-01-13
9			1	DOATA100	15100	10000	A	01/06/2021 1:23:23PM		RULE_ELEMENT_3		1400	2020-01-13
10			1	DOATA100	15100	10000	A	01/06/2021 1:23:23PM		RULE_ELEMENT_4		07:40	2020-01-13
11			1	DOATA100	15100	10000	A	01/06/2021 1:23:23PM		TIMEZONE		EST	2020-01-13
12			1	DOATA100	15100	10000	A	01/06/2021 1:23:23PM		PROCESS_INSTANCE		0	2020-01-13
13			1	DOATA100	15100	10000	A	02/02/2021 9:48:13AM		RULE_ELEMENT_3	1400	1200	2020-01-13
14			0	DOA00032	15100	92100	A	01/28/2021 8:02:22AM		EMPLID		00923572100	2019-11-09



Time Reporting Exceptions Query V_TA_TIME_REPORTING_EXCEPTIONS

REVISED: 09/15/2021

DESCRIPTION:

This query displays time and labor exceptions for a specified date range for groups of employees, and is used to review and resolve or allow exceptions as needed.

NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V_TA_TIME_REPORTING_EXCEPTIONS

INPUT / SEARCH CRITERIA:

Business Unit
Location (blank for all)
Dept ID (blank for all)
Exception From Date
Exception To Date

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

Business Unit, Exception From Date and Exception To Date fields are required fields.

Screenshot of the Time Reporting Exceptions Query

V_TA_TIME_REPORTING_EXCEPTIONS - Time Reporting Exceptions																
<div>Business Unit <input type="text" value="50100"/></div> <div>Location <input type="text"/></div> <div>Dept ID <input type="text"/></div> <div>Exception From Date <input type="text" value="01/01/2020"/></div> <div>Exception Through Date <input type="text" value="04/30/2020"/></div> <div>View Results</div> <div>Download results in : Excel Spreadsheet CSV Text File XML File (133 kb)</div> <div>View All</div>																
Row	Name	Empl ID	Empl Record	Position	Unit	Location	Dept ID	Workgroup	Date	Severity	Status	Exception ID	Description	Msg Data1	Msg Data2	Action DateTime
1				0 DOT21532	50100	CENTR	10015	SE1P071E2	01/01/2020	H	Unresolved	TLX00110	Invalid Combo Code	000441327	50100	07/24/2020 11:08:11AM
2				0 DOT21532	50100	CENTR	10015	SE1P071E2	01/02/2020	H	Unresolved	TLX00110	Invalid Combo Code	000441327	50100	07/24/2020 11:08:11AM
3				0 DOT21532	50100	CENTR	10015	SE1P071E2	01/03/2020	H	Unresolved	TLX00110	Invalid Combo Code	000441327	50100	07/24/2020 11:08:11AM
4				0 DOT21532	50100	CENTR	10015	SE1P071E2	01/06/2020	H	Unresolved	TLX00110	Invalid Combo Code	000441327	50100	07/24/2020 11:08:11AM
5				0 DOT21532	50100	CENTR	10015	SE1P071E2	01/07/2020	H	Unresolved	TLX00110	Invalid Combo Code	000441327	50100	07/24/2020 11:08:11AM
6				0 DOT21532	50100	CENTR	10015	SE1P071E2	01/08/2020	H	Unresolved	TLX00110	Invalid Combo Code	000441327	50100	07/24/2020 11:08:11AM
7				0 DOT21532	50100	CENTR	10015	SE1P071E2	01/09/2020	H	Unresolved	TLX00110	Invalid Combo Code	000441327	50100	07/24/2020 11:08:11AM
8				0 DOT21532	50100	CENTR	10015	SE1P071E2	01/10/2020	H	Unresolved	TLX00110	Invalid Combo Code	000441327	50100	07/24/2020 11:08:11AM
9				0 DOT21532	50100	CENTR	10015	SE1P071E2	01/13/2020	H	Unresolved	TLX00110	Invalid Combo Code	000441327	50100	07/24/2020 11:08:11AM
10				0 DOT21532	50100	CENTR	10015	SE1P071E2	01/14/2020	H	Unresolved	TLX00110	Invalid Combo Code	000441327	50100	07/24/2020 11:08:11AM
11				0 DOT21532	50100	CENTR	10015	SE1P071E2	01/15/2020	H	Unresolved	TLX00110	Invalid Combo Code	000441327	50100	07/24/2020 11:08:11AM
12				0 DOT21532	50100	CENTR	10015	SE1P071E2	01/16/2020	H	Unresolved	TLX00110	Invalid Combo Code	000441327	50100	07/24/2020 11:08:11AM
13				0 DOT21532	50100	CENTR	10015	SE1P071E2	01/17/2020	H	Unresolved	TLX00110	Invalid Combo Code	000441327	50100	07/24/2020 11:08:11AM



Timesheet (Prior Period) Adjustments by DeptID/Date Query V_TA_ADJUSTMENTS_PAYABLE_TIME

REVISED: 09/15/2021

DESCRIPTION:

This query lists prior period adjustments after a pay period has been completed and allocated for review. This query displays negative offset adjustment rows and corresponding payable time rows on the same duration for the required business unit and date range and other options prompts specified by the user.

NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V_TA_ADJUSTMENTS_PAYABLE_TIME

INPUT / SEARCH CRITERIA:

Business Unit
Dept ID (blank for all)
Location (blank for all)
Employee ID (blank for all)
From Date
To Date
Frozen Date (blank for all)

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

Business Unit, **From Date** and **To Date** fields are required fields.



Screenshot of the Timesheet Adjustments by DeptID/Date Query

V_TA_ADJUSTMENTS_PAYABLE_TIME - TS Adjustments by Deptid/Date

Business Unit

Dept ID (blank for all)

Location (blank for all)

Employee ID (blank for all)

From Date

To Date

Frozen Date (blank for all)

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (38 kb)

View All

Row	Empl ID	Empl Record	Position	Business Unit	Name	Dept ID	Location	Daily Date	TRC	Hours	LbrDistAmt	Status	Pay Req Nbr	Last User	Approved
1		0	DOA00016	15100		97500	CENTR	01/13/2020	RGSA	5.000000	0.000000	TP	65253	V_TA_BATCH_PROCESSOR	02/04/2021 10:02:55AM
2		0	DOA00016	15100		97500	CENTR	01/13/2020	RGSA1	-5.000000	0.000000	CL	65253	V_TA_BATCH_PROCESSOR	02/04/2021 10:02:55AM
3		0	DOA00016	15100		97500	CENTR	01/13/2020	RGSA1	5.000000	0.000000	CL	65253	V_TA_BATCH_PROCESSOR	02/04/2021 9:51:16AM
4		0	DOA00016	15100		97500	CENTR	01/14/2020	RGSA	5.000000	0.000000	TP	65253	V_TA_BATCH_PROCESSOR	02/04/2021 10:02:55AM
5		0	DOA00016	15100		97500	CENTR	01/14/2020	RGSA1	5.000000	0.000000	CL	65253	V_TA_BATCH_PROCESSOR	02/04/2021 9:51:16AM
6		0	DOA00016	15100		97500	CENTR	01/14/2020	RGSA1	-5.000000	0.000000	CL	65253	V_TA_BATCH_PROCESSOR	02/04/2021 10:02:55AM
7		0	DOA00016	15100		97500	CENTR	01/15/2020	RGSA	5.000000	0.000000	TP	65253	V_TA_BATCH_PROCESSOR	02/04/2021 10:02:55AM
8		0	DOA00016	15100		97500	CENTR	01/15/2020	RGSA1	5.000000	0.000000	CL	65253	V_TA_BATCH_PROCESSOR	02/04/2021 9:51:16AM
9		0	DOA00016	15100		97500	CENTR	01/15/2020	RGSA1	-5.000000	0.000000	CL	65253	V_TA_BATCH_PROCESSOR	02/04/2021 10:02:55AM
10		0	DOA00016	15100		97500	CENTR	01/16/2020	RGSA	7.000000	0.000000	TP	65253	V_TA_BATCH_PROCESSOR	02/04/2021 10:02:55AM

Screenshot of the Time Prior Period Adjustments Query (scrolled right)

First 1-40 of 40 Last																						
Last User	Approved at	Orig Sequence	User_1	User_2	User_3	User_4	Chartfield BU	Account Code	Account	Fund	Program	Department	Cost Center	Task	FIPS	Agency Use 1	Agency Use 2	PC Bus Unit	Project ID	Activity ID	Telecommute	Agency Value
TA_BATCH_PROCESSOR	02/04/2021 10:02:55AM	0																				
TA_BATCH_PROCESSOR	02/04/2021 10:02:55AM	440249846000001																				
TA_BATCH_PROCESSOR	02/04/2021 9:51:16AM	440249846000001																				
TA_BATCH_PROCESSOR	02/04/2021 10:02:55AM	0																				
TA_BATCH_PROCESSOR	02/04/2021 9:51:16AM	440249846000002																				
TA_BATCH_PROCESSOR	02/04/2021 10:02:55AM	440249846000002																				
TA_BATCH_PROCESSOR	02/04/2021 10:02:55AM	0																				
TA_BATCH_PROCESSOR	02/04/2021 9:51:16AM	440249846000003																				
TA_BATCH_PROCESSOR	02/04/2021 10:02:55AM	440249846000003																				
TA_BATCH_PROCESSOR	02/04/2021 10:02:55AM	0																				



TL Eligibility Audit Query V_TA_ELIGIBILITY_ENROLL_AUDIT

REVISED: 09/15/2021

DESCRIPTION:

This query lists changes to the Time and Labor (TL) Eligibility page based on audit results.

NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V_TA_ELIGIBILITY_ENROLL_AUDIT

INPUT / SEARCH CRITERIA:

Business Unit
Dept ID (Blank for all)
Employee ID (Blank for all)
From Date
To Date

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

Business Unit, From Date and To Date fields are required fields.

Screenshot of the TL Eligibility Audit Query

V_TA_ELIGIBILITY_ENROLL_AUDIT - TL Eligibility Audit													
Business Unit 50100													
Dept ID (Blank for all)													
Employee ID (Blank for all)													
From Date 08/01/2020													
To date 12/31/2020													
View Results													
Download results in : Excel Spreadsheet CSV Text File XML File (1 kb)													
View All													
												First 1-4 of 4 Last	
Row	Employee Name	Employee ID	Employee Record	Position Number	Department ID	Business Unit	HR Status	Custom TA Eligibility Type	Eligibility Effective Date	Eligibility Effective Status	Step	Username who made the change	Audit Action-Add,Delete,Change
1			0	DOT02245	11048	50100	A	COMI	11/24/2019	A	0		08/24/2020 4:46:12PM Add
2			0	DOT02535	18030	50100	A	OTLV	11/06/2011	A	0		11/04/2020 10:02:41AM Add
3			0	DOT02535	18030	50100	A	OTLV	11/10/2019	A	0		11/04/2020 10:03:20AM Add
4			0	DOTTA154	99999	50100	A	OTLV	11/24/2020	A	0		11/24/2020 9:17:17AM Add



Traditional Sick Used 6 Months Query V_TA_TRADSCK_06MONTHS

REVISED: 09/15/2021

DESCRIPTION:

This query is used to track the employees in the traditional sick leave program having used sick leave continuously for a six month period for potential FICA exemption.

NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V_TA_TRADSCK_06MONTHS

INPUT / SEARCH CRITERIA:

Business Unit
Department
Employee ID
Date

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

Business Unit, and **Date** fields are required fields. The Date field is used to create a date range, which is used to retrieve payable time days between the Date field value minus 180 days and the Date field value.

Screenshot of the Traditional Sick Used 6 Months Query

V_TA_TRADSCK_06MONTHS - Traditional Sick Used 6 Months

Business Unit

Department

Employee Id

Date

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (14 kb)

View All First 1-54 of 54 Last

Row	Empl ID	Empl Record	Name	Position	Location	Dept ID	Unit	Sum Quantity
1		0		DOT23023	CENTR	12026	50100	68.000000
2		0		89411	14	14023	50100	10.000000
3		0		DOT09384	CENTR	15028	50100	8.000000
4		0		11339	13	13045	50100	5.500000
5		0		DOT10687	CENTR	13037	50100	8.000000
6		0		06481	18	18045	50100	8.000000
7		0		03662	19	19087	50100	9.000000
8		0		DOT03662	CENTR	19087	50100	8.000000
9		0		DOT22097	CENTR	17034	50100	8.000000
10		0		DOT18016	CENTR	18046	50100	8.000000
11		0		DOT13147	CENTR	10017	50100	8.000000
12		0		02872	19	19013	50100	8.000000
13	09587406	0	ALL E	DOT116	CENTR	19013	50100	8.000000



Vacation Leave Lost Query V_TA_FORFEITED_VAC_HRS

REVISED: 09/15/2021

DESCRIPTION:

This query is used to list the vacation leave lost at the beginning of the new leave year (during carry forward 01/10). In Cardinal at the beginning of a new leave year, vacation accruals in excess of the maximum allowable carry over amount are automatically forfeited and those hours are lost. The maximum vacation carry over amount varies from employee to employee based on the years of service.

NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V_TA_FORFEITED_VAC_HRS

INPUT / SEARCH CRITERIA:

Business Unit
Department ID
Employee ID
Leave Year Start Date

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

Business Unit, and Leave Year Start Date fields are required fields.

Screenshot of the Vacation Leave Lost Query

V_TA_FORFEITED_VAC_HRS - Vacation Leave Lost Report										
Business Unit <input type="text" value="75300"/>										
Department ID <input type="text"/>										
Employee ID <input type="text"/>										
Leave Year Start Date <input type="text" value="01/10/2020"/>										
View Results										
Download results in : Excel Spreadsheet CSV Text File XML File (33 kb)										
View All										
Row	Business Unit	Location	Department ID	Name	Employee ID	Employee Record	Position Number	Calendar Group	Calendar ID	Forfeited Vacation Hours
1	75300	CENTR	100				0 DFCED001	2020SM100	SM12020SM100	75.100000
2	75300	CENTR	100				0 DFC00899	2020SM100	SL12020SM100	38.700000
3	75300	CENTR	100				0 DFC00899	2020SM100	SL12020SM100	11.700000
4	75300	CENTR	100				0 DFC00025	2020SM100	SM12020SM100	33.500000
5	75300	CENTR	100				0 DFC00299	2020SM100	SL12020SM100	13.100000
6	75300	CENTR	100				0 DFC00598	2020SM100	SL12020SM100	28.500000
7	75300	CENTR	100				0 DFC00530	2020SM100	SL12020SM100	45.700000
8	75300	CENTR	100				0 DFC00004	2020SM100	SM12020SM100	65.000000
9	75300	CENTR	100				0 DFC00549	2020SM100	SL12020SM100	8.600000
10	75300	CENTR	100				0 DFC00714	2020SM100	SL12020SM100	36.900000
11	75300	CENTR	100				0 DFC00056	2020SM100	SM12020SM100	29.500000
12	75300	CENTR	100				0 DFC00769	2020SM100	SM12020SM100	42.000000
13	75300	CENTR	100				0 DFC00753	2020SM100	SM12020SM100	19.100000



Weekly Submitted Hours Query V_TA_TLAM_WKLY_HRS

REVISED: 09/15/2021

DESCRIPTION:

This query is used to display hours from Payable Time within a Start/End Date range for review. The query displays all Salaried Regular and all Non-Productive Time except Docking and Donated Leave Taken.

NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V_TA_TLAM_WKLY_HRS

INPUT / SEARCH CRITERIA:

Business Unit
Location (Leave Blank for all)
Dept ID (Leave Blank for all)
Empl ID (Leave Blank for all)
Period Start Date
Period End Date

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

Business Unit, **Period Start Date** and **Period End Date** fields are required fields. The **Period Start Date** is the first day of the employee's FLSA period with the **Period End Date** is the last day of the employee's FLSA period.

Screenshot of the Weekly Submitted Hours Query

V_TA_TLAM_WKLY_HRS - Weekly Submitted Hours

Business Unit

Location (Leave Blank for all)

Dept ID (Leave Blank for all)

Empl ID (Leave Blank for all)

Period Start Date

Period End Date

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

[View All](#)

First 1-2 of 2 Last

Row	Employee Name	Employee ID	Empl Record	Position	Business Unit	Location	Department ID	Supervisor Name	Supervisor ID	Workgroup	Standard Hours	Submitted Hrs.
1			1	ARS00432	26200	CENTR	11109			SERF071E1	40.00	2.000000
2			1	ARS00194	26200	CENTR	11332			SERF071E1	40.00	4.000000



Workflow Setup Issues Query V_TA_WORKFLOW_SETUP_ISSUES

REVISED: 09/15/2021

DESCRIPTION:

This query is used to display employees and managers who may require corrective action due to their time and labor enrollment data, job data, and/or time and labor security set up that may result in incorrect workflow routing. This query displays various setup issues that may cause workflow problems, including employees reporting to vacant positions, employees missing reports to positions, approvers missing the approver role, employees with EMPLIDs not assigned to User IDs, approvers with EMPLIDs not assigned to User IDs, and multiple active approvers sharing positions.

NAVIGATION PATH:

Navigator > Reporting Tools > Query > Query Viewer > V_TA_WORKFLOW_SETUP_ISSUES

INPUT / SEARCH CRITERIA:

Business Unit

Location

Department

OUTPUT FORMAT:

HTML

Excel

ADDITIONAL INFORMATION:

Business Unit field is a required field.

Screenshot of the Workflow Setup Issues Query

V_TA_WORKFLOW_SETUP_ISSUES - Workflow Setup Issues														
Business Unit <input type="text" value="40300"/>														
Location <input type="text"/>														
Department <input type="text"/>														
View Results														
Download results in : Excel Spreadsheet CSV Text File XML File (267 kb)														
View All														
First 1-100 of 528 Last														
Row	Employee's Business Unit	Manager's Name	Manager's Location	Manager's Department	Manager's ID	Manager's Employee Rcd	Manager's Position	Employee's Location	Employee's Department	Employee's Name	Employee's ID	Employee's Employee Rcd	Employee's Position	Issue Description
1	40300							HQ100	10000			0	GIFTA002	EMPLOYEE POSITION MISSING REPORTS TO
2	40300							HQ100	11000			0	GIFTA007	EMPLOYEE POSITION MISSING REPORTS TO
3	40300							CENTR	11000			0	GIFTA012	EMPLOYEE POSITION MISSING REPORTS TO
4	40300							CENTR	20100			0	GIF00534	EMPLOYEE REPORTS TO VACANT POSITION
5	40300							CENTR	28100			0	GIF00433	EMPLOYEE REPORTS TO VACANT POSITION
6	40300							CENTR	28100			0	GIF00147	EMPLOYEE REPORTS TO VACANT POSITION
7	40300							CENTR	31100			0	GIF00109	EMPLOYEE REPORTS TO VACANT POSITION
8	40300							CENTR	31100			0	GIF00211	EMPLOYEE REPORTS TO



Time and Attendance Reports

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Absence Data Upload Error Report (RTA674)

REVISED: 9/15/2021

DESCRIPTION:

This report displays a list of Absence Upload errors interfacing agencies encountered during the Absence Data Upload file process. This report includes all the errors along with error messages for users to review and make the necessary corrections.

NAVIGATION PATH:

Navigator > Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > Absence Upload Error Report

RUN CONTROL PARAMETERS:

From Date
To Date
Output to File Server (checkbox)
Business Unit

OUTPUT FORMAT:

PDF
CSV

Screenshot of the Absence Data Upload Error Report Run Control Page

The screenshot shows the 'Absence Upload Error Report' run control page. At the top, there's a title bar 'Absence Upload Error Report'. Below it, a green tab is labeled 'Absence Upload Error Report'. The main area contains several sections: 'Run Control ID' with the value 'Absence_Upload_Error_Report', 'Report Manager' and 'Process Monitor' links, and a 'Run' button. The 'Date Range' section has '*From Date' and '*To Date' fields with calendar icons. The 'File Parameters' section has an 'Output to File Server' checkbox. The 'Business Unit Selection' section includes a '*Tree Name' field, a 'How Specified' dropdown set to 'Select Detail Values', a 'Tree Node Selector' area, and a 'Select Values/Nodes' table. The table has columns for 'Business Unit' and 'Description', with search and add/remove buttons. At the bottom, there are 'Save', 'Add', and 'Update/Display' buttons.

Business Unit	Description

ADDITIONAL INFORMATION:

From Date and **To Date** fields are required fields.

In order to review results, user must click on **Report Manager** after running the report and refreshing to success.



Screenshot of the Absence Data Upload Error Report

Commonwealth of Virginia									
ABSENCE DATA UPLOAD ERROR REPORT									
Run Date: 05/14/2021									
Run Time: 11:04 00									
Interfacing Business Unit: 19400 Department of General Services									
Uploaded Date Range: 01/01/2019 To 03/31/2021									
Page No. 1 of 11									
File Name: 19400_TA758_IN_07302020_0842_001.DAT									
Upload Run Date: 07/30/2020									
Employee ID	Unit	Element	Reason	Absence Begin Date	Absence End Date	Absence Duration	Error Field	Error Description	
19400	VAC	TAKE ELEM	VAC	11/25/2019	11/25/2019	8	BGN_DT	Employee has an absence prior to 90 days from current Date	
19400	SCK	TAKE ELEM	FME	11/25/2019	11/25/2019	8	ABSENCE_REASON	Absence Reason is invalid	
19400	SCK	TAKE ELEM	FME	11/25/2019	11/25/2019	8	BGN_DT	Employee has an absence prior to 90 days from current Date	
19400	SCK	TAKE ELEM	FME	11/25/2019	11/25/2019	8	PIN_NM	Absence Take is not valid for the Employee Eligibility Group	
19400	VAC	TAKE ELEM	VAC	11/25/2019	11/25/2019	8	BGN_DT	Employee has an absence prior to 90 days from current Date	
19400	STD	TAKE ELEM	STD	11/25/2019	11/25/2019	8	BGN_DT	Employee has an absence prior to 90 days from current Date	
Total number of rows submitted						4	Total number of Absence hours submitted		32
Total number of rows with Errors						4	Total number of Absence hours with errors		32
Total number of rows successfully Processed						0	Total number of Absence hours loaded successfully		0



Employee Leave Report (RTA010)

REVISED: 9/15/2021

DESCRIPTION:

This report provides summary and detailed leave balance information (absences accrued/taken by an employee) and related detail transactions (if selected) for individual employees, a designated organization unit, or designated group of organization units such as District-wide or Residency-wide. The report can be used by employees to monitor leave balances as well as supervisors in managing employee leave activity.

NAVIGATION PATH:

Navigator > Global Payroll & Absence Management > Absence and Payroll Processing > Reports > Employee Leave Report

RUN CONTROL PARAMETERS:

Business Unit
Department
Node Only [checkbox]
Empl ID (blank for all)
Summary [radio button]
Detail Transactions [radio button]
Summary and Detail Transactions [radio button]

OUTPUT FORMAT:

PDF
CSV

Screenshot of the Employee Leave Report Run Control Page

The screenshot shows the 'Employee Leave Report' run control page. At the top, there is a navigation bar with a back arrow and 'COVA Error Listing Report' on the left, and 'Employee Leave Report' on the right. Below the navigation bar, the title 'Employee Leave Report' is displayed. Underneath the title, there is a 'Run Control ID' field with the value 'Employee_Leave_Report', and two links: 'Report Manager' and 'Process Monitor'. To the right of these links is a 'Run' button. Below this section is the 'Report Request Parameters' section, which contains three input fields: '*Business Unit', 'Department', and 'Empl ID', each with a search icon. To the right of the 'Department' field is a checkbox labeled 'Node Only'. Below the 'Report Request Parameters' section is the 'Process Parameters' section, which contains three radio buttons: 'Summary' (selected), 'Detail Transactions', and 'Summary and Detail Transactions'. To the right of these radio buttons is a field for '*Pay Period End Date' with a search icon. At the bottom of the page, there are three buttons: 'Save', 'Add', and 'Update/Display'.

< COVA Error Listing Report Employee Leave Report

Employee Leave Report

Run Control ID Employee_Leave_Report Report Manager Process Monitor Run

Report Request Parameters

*Business Unit Department Empl ID Node Only

Process Parameters

Summary Detail Transactions Summary and Detail Transactions

*Pay Period End Date


Save Add Update/Display



ADDITIONAL INFORMATION:

Business Unit and **Pay Period End Date** fields are required fields. Either the **Department** or **Empl ID** field is a required field. Pay Period End Date (required - can only run for a finalized pay period end date – either most recent finalized or past period)

Screenshot of the Employee Leave Report

		Commonwealth of Virginia				Run Date: 05/19/2021			
Report ID: VTAR0010		EMPLOYEE LEAVE REPORT				Run Time: 05:46 00			
						Page No. 1 of 190			
Business Unit	: 50100	VA Dept of Transportation							
Department Id	: 10055	Construction Division							
Employee Id	:								
Employee Record	: 0	Current Vacation Accrual Rate : 9							
Position Number	: DOT17860	Leave Eligibility Date : 06/10/1979							
Pay Period End Date	: 12/31/2019								
Leave Type	Leave Descr	Balance Forward	Earned Y-T-D	Taken Y-T-D	ADJ Y-T-D	Donated Y-T-D	Current Balance	Maximum Allowable	Expired Balance
CSL	Volunteer Service Leave	0.00	16.00	0.00	0.00	0.00	16.00	0.00	0.00
DSK	Converted Disability Credits	964.00	0.00	0.00	0.00	0.00	964.00	0.00	0.00
PER	VSDP Personal Leave	0.00	40.00	28.00	0.00	0.00	12.00	0.00	0.00
SDP	VSDP Sick Leave	0.00	80.00	33.00	0.00	0.00	47.00	0.00	0.00
VAC	Vacation	224.50	207.00	170.00	477.00	0.00	738.50	432.00	0.00



Hourly Employee Tracking Report (RTA005)

REVISED: 09/15/2021

DESCRIPTION:

This report lists hourly employee contract data for tracking hours worked in a defined 365 day period. The report can be used to monitor employees approaching the hours limit on their contract and/or approaching the end of their contract period, so they do not exceed the Affordable Care Act (ACA) limits, per DHRM 1500 hour limit. The report is typically run for a contract year or beginning of current contract year through the current period.

NAVIGATION PATH:

Navigator > Time and Labor > Reports > Hourly Employee Tracking

RUN CONTROL PARAMETERS:

Business Unit
As Of Date
Department

OUTPUT FORMAT:

PDF
CSV

Screenshot of the Hourly Employee Tracking Report Run Control Page


The screenshot shows the 'Hourly Employee Tracking' report run control page. At the top, there is a dark blue header with the text 'Hourly Employee Tracking'. Below this, a green tab labeled 'Hourly Employee Tracking' is selected. The main area displays 'Run Control ID' as 'Hourly_Employee_Tracking'. To the right, there are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. Below this, a section titled 'Run Control Parameters' contains three input fields: '*Business Unit' with a search icon, '*As Of Date' with a calendar icon, and '*Department' with a search icon. At the bottom, there are four buttons: 'Save' (green), 'Notify' (grey), 'Add' (grey), and 'Update/Display' (grey).

ADDITIONAL INFORMATION:

Business Unit, As of Date, and Department fields are required fields.



Screenshot of the Hourly Employee Tracking Report



Report ID: RTA005

Commonwealth of Virginia

HOURLY EMPLOYEE TRACKING

Run Date: 05/12/2021

Run Time: 11:13 00

Business Unit: 50100 VA Dept of Transportation

As of Date: 04/30/2020

Department: 912000 Salem District Wide

Page No. 1 of 10

Emplid	Rcd	Name	Position#	Location	Department	Processed Hours	Hourly Yr Limit	Year Start Date	Year End Date	Remaining Hours	A	B	C	D	E
0			E2119	12	12004	0.00	1500.00	05/01/2019	04/30/2020	1500.00	N	N	N	Y	Y
0			H2641	12	12004	716.00	1500.00	05/01/2019	04/30/2020	784.00	N	N	N	N	Y
0			E2102	12	12006	0.00	1500.00	05/01/2019	04/30/2020	1500.00	N	N	N	Y	Y
0			H2651	12	12006	213.50	1500.00	05/01/2019	04/30/2020	1286.50	N	N	N	N	Y
0			E2114	12	12006	0.00	1500.00	05/01/2019	04/30/2020	1500.00	N	N	N	Y	Y
0			E2112	12	12006	0.00	1500.00	05/01/2019	04/30/2020	1500.00	N	N	N	Y	Y
0			H2120	12	12006	0.00	1500.00	05/01/2019	04/30/2020	1500.00	N	N	N	Y	Y
0			E2440	12	12006	0.00	1500.00	05/01/2019	04/30/2020	1500.00	N	N	N	Y	Y
0			H2615	12	12006	0.00	1500.00	05/01/2019	04/30/2020	1500.00	N	N	Y	Y	Y
0			H2611	12	12006	0.00	1500.00	05/01/2019	04/30/2020	1500.00	N	N	Y	N	Y
0			H2633	12	12006	763.00	1500.00	05/01/2019	04/30/2020	737.00	N	N	N	N	Y
0			H2133	12	12006	347.50	1500.00	05/01/2019	04/30/2020	1152.50	N	N	N	N	Y
0			H2557	12	12006	0.00	1500.00	05/01/2019	04/30/2020	1500.00	N	N	Y	N	Y
0			H2557	12	12006	736.10	1500.00	05/01/2019	04/30/2020	763.90	N	N	N	N	Y
0			H2125	12	12007	0.00	1500.00	05/01/2019	04/30/2020	1500.00	N	N	Y	N	Y
0			E2404	12	12008	0.00	1500.00	05/01/2019	04/30/2020	1500.00	N	N	N	Y	Y
0			H2685	12	12008	407.50	1500.00	05/01/2019	04/30/2020	1092.50	N	N	N	N	Y
0			H2632	12	12008	0.00	1500.00	05/01/2019	04/30/2020	1500.00	N	N	Y	N	Y
0			H2112	12	12008	0.00	1500.00	05/01/2019	04/30/2020	1500.00	N	N	Y	N	Y
0			E2404	12	12008	0.00	1500.00	05/01/2019	04/30/2020	1500.00	N	N	N	N	Y
0			E2022	12	12008	0.00	1500.00	05/01/2019	04/30/2020	1500.00	N	N	Y	N	Y
0			H2632	12	12009	0.00	1500.00	05/01/2019	04/30/2020	1500.00	N	N	Y	N	Y



Invalid Holiday Report (RTA720)

REVISED: 09/15/2021

DESCRIPTION:

This report provides an audit of invalid holidays for review and correction.

NAVIGATION PATH:

Navigator > Time and Labor > Reports > Invalid Holiday Report

RUN CONTROL PARAMETERS:

Period Start Date
Period End Date
Business Unit
Location
Dept ID
Empl ID

OUTPUT FORMAT:

PDF
CSV

Screenshot of the Invalid Holiday Report Run Control Page

The screenshot shows the 'Invalid Holiday Report' run control page. At the top, there is a navigation bar with a '< List' button and the title 'Invalid Holiday Report'. Below this, a green tab labeled 'Invalid Holiday Report' is active. The main area contains a 'Run Control ID' field with the value 'Invalid_Holiday_Report', and links for 'Report Manager' and 'Process Monitor'. A 'Run' button is also present. Under the 'Run Control Parameters' section, there are fields for '*Period Start Date' and '*Period End Date', each with a calendar icon. Below these, a 'Parameters (Leave Blank for All)' section contains a box with four search fields: 'Business Unit', 'Location', 'Dept ID', and 'Empl ID', each with a magnifying glass icon. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

ADDITIONAL INFORMATION:

Period Start Date and **Period End Date** fields are required fields. Also, **Period Start Date** and **Period End Date** fields default to current day, but may be updated.

In order to review results, user must click on **Report Manager** after running the report and refreshing to success. Next click on the **V_TA720_RPT** link



Screenshot of the Invalid Holiday Report

Commonwealth of Virginia										
Invalid Holiday Report										
Run Date: 05/14/2021 Run Time: 12:57:38 Page 1 of 1										
Report ID:RTA720										
Business Unit : Location : Department ID : Employee ID : Period Start Date: 1/1/2020 Period End Date : 12/31/2020										
NAME	Employee ID	Empl Rcd	Position Nbr	Business Unit	Location	Holiday Date	Holiday	LNP/DLR Date	Adjacent Invalid LNP/DLR TRC	LNP/DLR Hours
		0	CCVTA004	11300	CENTR	1/20/2020	HOL	1/17/2020	HNFA	8.000
		0	DSPTA210	15600	0310	1/17/2020	HOL	1/16/2020	LNP	8.000
		0	WFUI0094	75700	CENTR	1/17/2020	HOL	1/17/2020	LNP	8.000
		0	WFUI0094	75700	CENTR	1/20/2020	HOL	1/17/2020	LNP	8.000



Leave Liability Report (RTA013)

REVISED: 09/15/2021

DESCRIPTION:

This report contains leave liability data for reporting to Department of Accounts (DOA) at Fiscal Year End for employees in Traditional, Virginia Sickness & Disability Program (VSDP) and Hybrid leave programs, and does not include At-Will or Faculty leave programs.

NAVIGATION PATH:

Navigator > Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > Leave Liability Report

INPUT / SEARCH CRITERIA:

Business Unit
FICA Amount
Thru Date

OUTPUT FORMAT:

Excel

Screenshot of the Leave Liability Report Run Control Page

The screenshot shows the 'Leave Liability Report' run control page. At the top, there is a header bar with the title 'Leave Liability Report'. Below this, a green button labeled 'Leave Liability Report' is visible. The main section is titled 'Leave Liability Report'. It contains a 'Run Control ID' field with the value 'Leave_Liability_Report', a 'Report Manager' link, a 'Process Monitor' link, and a 'Run' button. Below this, there is a section titled 'Report Request Parameters' which contains three input fields: 'Business Unit' with a search icon, '*FICA Amount', and '*Thru Date' with a calendar icon. At the bottom, there are four buttons: 'Save', 'Notify', 'Add', and 'Update/Display'.

ADDITIONAL INFORMATION:

Business Unit, **FICA Amount** and **Thru Date** fields are required fields.



Screenshot of the Leave Liability Report

LEAVE LIABILITY REPORT																	
RUN CONTROL PARAMETERS:																	
BUSINESS_UNIT: 15100																	
THRU DATE: 04/30/2020																	
FICA Amount:137700																	
Run Date-Time:051220211132																	
Section1-E EMPLOYEE DETAILS SECTION																	
Section1-E																	
Section1-E	EMPLID	NAME	LOCATION	DEPTID	ELIG_GRP	GP_PAYGR	PRD_END_DT	LEAVE_ELIG_DATE	YRS_OF_S	HOURLY_F	LEAVE_TYP	END_BAL	BAL_LIAB	ACCRUED	TAKEN_TC	PROJECTE	PROJECTED SCK/VAC AMT
Section1-E			CENTR	97200		SM1	24-Mar-20	8/25/1975	44.58065	33.58125	ERL	0	0	2	0	0	0
Section1-E			CENTR	97200		SM1	24-Mar-20	8/25/1975	44.58065	33.58125	VAC	0	0	480.5	0	216	7253.55
Section1-E			CENTR	95200		SM1	24-Mar-20	12/25/1983	36.24731	36.46298	ERL	0	0	1.8	0	0	0
Section1-E			CENTR	95200		SM1	24-Mar-20	12/25/1983	36.24731	36.46298	VAC	0	0	289.3	0	216	7876
Section1-E			CENTR	91100	E	SM1	24-Mar-20	7/10/1978	41.7043	85.24664	VAC	0	0	0	0	0	0
Section1-E			CENTR	92100		SM1	24-Mar-20	12/10/1978	41.28763	22.97837	VAC	0	0	482	0	216	4963.33
Section1-E			CENTR	92100		SM1	24-Mar-20	3/25/1978	41.99731	27.29135	ERL	0	0	4	0	0	0
Section1-E			CENTR	92100		SM1	24-Mar-20	3/25/1978	41.99731	27.29135	VAC	0	0	365	0	216	5894.93
Section1-E			CENTR	97200		SM1	24-Mar-20	12/10/1986	33.28763	64.5399	ERL	0	0	6	0	0	0
Section1-E			CENTR	97200		SM1	24-Mar-20	12/10/1986	33.28763	64.5399	VAC	0	0	458.5	0	216	13940.62
Section1-E			CENTR	95900		SM1	24-Mar-20	10/10/2007	12.4543	35.70289	VAC	0	0	82.3	0	144	5141.22
Section1-E			CENTR	95700	T	SM1	24-Mar-20	6/25/1980	39.74731	57.87019	ERL	0	0	4	0	0	0
Section1-E			CENTR	95700	T	SM1	24-Mar-20	6/25/1980	39.74731	57.87019	SCK	0	0	935	236	120	1736.11
Section1-E			CENTR	95700	T	SM1	24-Mar-20	6/25/1980	39.74731	57.87019	VAC	0	0	524.5	0	216	12499.96



OSHA Report (RTA508)

REVISED: 09/15/2021

DESCRIPTION:

This Occupational Safety and Health Administration (OSHA) report summarizes productive hours by Time Reporting Code by various criteria and organization level.

NAVIGATION PATH:

Navigator > Time and Labor > Reports > OSHA Report

INPUT / SEARCH CRITERIA:

Business Unit
Reporting Month
Year

OUTPUT FORMAT:

Excel

Screenshot of the OSHA Report Run Control Page

The screenshot shows the "OSHA Report" run control page. At the top right, the title "OSHA Report" is displayed in a dark blue header. Below the header, there is a tab labeled "OSHA Report". The main content area includes a "Run Control ID" field with the value "OSHA_Report". To the right of this field are links for "Report Manager" and "Process Monitor", followed by a "Run" button. Below these elements is a section titled "Report Run Parameters" which contains three input fields: "*Business Unit:" with a search icon, "*Reporting Month:", and "*Year:". At the bottom of the page, there are four buttons: "Save", "Notify", "Add", and "Update/Display".

ADDITIONAL INFORMATION:

Business Unit, Reporting Month and Year fields are required fields.



Screenshot of the OSHA Report

DEPTID	COE	COH	CON	COR	ECS	ECT	ERG	ESS	ETH	ETS	OCH	OCP	OCS	OCT	OSH	OSS	OTH	OTS	RGF	RGH	RGS	SCH	UOS	Total	Number o	Number of Wage Employees	
1001	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	480	0	480	6	0
1002	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	160	0	160	2	0
1003	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	560	0	560	7	0
1004	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	640	0	640	8	0
1005	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	160	0	160	2	0
1006	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	160	0	160	2	0
1007	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	400	0	400	5	0
1008	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	80	0	80	1	0
4001	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	960	0	960	12	0
4002	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	560	0	560	7	0
4003	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	240	0	240	3	0
5001	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1360	0	1360	17	0
5002	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	400	0	400	5	0
5003	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	400	0	400	5	0
5004	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	640	0	640	8	0
5005	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	640	0	640	8	0
5006	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	320	0	320	4	0
5007	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	480	0	480	6	0
5008	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	320	0	320	4	0
6001	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	400	0	400	5	0
6002	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	80	0	80	1	0
6003	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	160	0	160	2	0
7001	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2000	0	2000	25	0
7002	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	480	0	480	6	0
7003	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	320	0	320	4	0
8001	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	240	0	240	3	0
8002	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	240	0	240	3	0
9001	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	160	0	160	2	0
9003	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	80	0	80	1	0
40900	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	720	0	720	9	0
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	13840	0	13840	173	0
Date Ranges for Selection are: 25-OCT-2019 — 24-NOV-2019 for PayGroups: SM1																											



Potential Vacation Leave Forfeiture Report (RTA012)

REVISED: 09/15/2021

DESCRIPTION:

This report provides projected vacation leave information within a predefined time frame, including projected accruals and potential loss. The report can be requested for individual employees, designated organization unit, or designated group of organization units such as District-wide or Residency-wide. The report can be used by employees, supervisors, and timekeepers to help determine if individual employees might forfeit hours at leave year-end if the projected balances are in excess of the carryover maximum.

NAVIGATION PATH:

Navigator > Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > Potential Leave Forfeiture Rpt

RUN CONTROL PARAMETERS:

Business Unit
Department
Node Only [checkbox]
Employee ID
Pay Period End Date

OUTPUT FORMAT:

PDF
CSV

ADDITIONAL INFORMATION:

Business Unit and **Pay Period End Date** fields are required fields.

The report must be run for a future pay period end date to project the vacation balance. Typically, this is the leave year end date and should not be a date beyond the current leave year end date.

Screenshot of the Potential Vacation Leave Forfeiture Report Run Control Page

The screenshot shows the 'Potential Leave Forfeiture Rpt' page. At the top, there is a header bar with the title 'Potential Leave Forfeiture Rpt'. Below the header, there is a tab labeled 'Potential Leave Forfeiture'. The main content area is titled 'Potential Leave Forfeiture Rpt'. Below the title, there is a 'Run Control ID' field with the value 'Potential_Leave_Forfeiture_Rpt'. To the right of the 'Run Control ID' field, there are links for 'Report Manager' and 'Process Monitor'. A 'Run' button is located to the right of these links. Below the 'Run Control ID' field, there is a section titled 'Report Request Paramters'. This section contains four input fields: '*Business Unit', 'Department', 'Employee ID', and '*Pay Period End Date'. Each input field has a search icon (magnifying glass) to its right. There is also a checkbox labeled 'Node Only' next to the 'Department' field. At the bottom of the page, there are four buttons: 'Save', 'Notify', 'Add', and 'Update/Display'.



Scheduled Hours Report (TL004)

REVISED: 09/15/2021

DESCRIPTION:

This delivered report provides information about a time reporter's scheduled time, including details such as duration of work hours for employees.

NAVIGATION PATH:

Navigator > Time and Labor > Reports > Scheduled Hours

INPUT / SEARCH CRITERIA:

Start Date
End Date
Empl ID
Employee Reocrd
Group ID
Include or Exclude

OUTPUT FORMAT:

CSV

Screenshot of the Scheduled Hours Report Run Control Page

The screenshot shows the 'Scheduled Hours' report run control page. At the top, there's a header bar with the title 'Scheduled Hours'. Below this, the page is divided into several sections. The first section contains 'Run Control ID' (Scheduled_Hours), 'Language' (English), and buttons for 'Report Manager', 'Process Monitor', and 'Run'. The second section, 'Run Control Parameters', includes fields for '*Start Date' and '*End Date', each with a calendar icon. The third section, 'Employees To Process', features a search bar, a table with columns for 'Empl ID', 'Name', 'Empl Record', 'Group ID', and '*Include or Exclude', and buttons for '+', '-', and 'View All'. At the bottom, there are 'Save', 'Notify', 'Add', and 'Update/Display' buttons.

Empl ID	Name	Empl Record	Group ID	*Include or Exclude		
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input data-bbox="1203 1478 1230 1507" type="button" value="+"/>	<input data-bbox="1263 1478 1291 1507" type="button" value="-"/>

ADDITIONAL INFORMATION:

Start Date and End Date fields are required fields.

Note: Employee Schedule Review Query (RTA717) is another report with employee schedule information.



Screenshot of the Scheduled Hours Report

Report ID: TL004

Scheduled Hours Report

Page No. 1

Schedules From 12/01/2019 through 12/31/2019

Run Date 02/06/2020

Run Time 16:24:03

/ 0 DOE, JOHN

Transport Operations Mgr III

Date	Elapsed Schedule Work Hours	-- Punch Schedule -- Punch Type Time	Schedule In	Schedule Out	Flex Schedule Core Start	Core End	Work Hours
12/01/2019	OFFDAY						
12/02/2019		8.000000					
12/03/2019		8.000000					
12/04/2019		8.000000					
12/05/2019		8.000000					
12/06/2019		8.000000					
12/07/2019	OFFDAY						
12/08/2019	OFFDAY						
12/09/2019		8.000000					
12/10/2019		8.000000					
12/11/2019		8.000000					
12/12/2019		8.000000					
12/13/2019		8.000000					
12/14/2019	OFFDAY						
12/15/2019	OFFDAY						
12/16/2019		8.000000					
12/17/2019		8.000000					
12/18/2019		8.000000					
12/19/2019		8.000000					
12/20/2019		8.000000					
12/21/2019	OFFDAY						
12/22/2019	OFFDAY						
12/23/2019		8.000000					
12/24/2019		8.000000					
12/25/2019		8.000000					
12/26/2019		8.000000					
12/27/2019		8.000000					
12/28/2019	OFFDAY						
12/29/2019	OFFDAY						
12/30/2019		8.000000					



Summary of Productive Hours Report (RTA030)

REVISED: 09/15/2021

DESCRIPTION:

This report provides a summary of productive hours by Time Reporting Code (TRC) and Department. The report can be used to analyze the use of TRCs by Department and/or Employees.

NAVIGATION PATH:

Navigator > Time and Labor > Reports > Summary of Prod. Hours Report

INPUT / SEARCH CRITERIA:

Business Unit
Department
Node Only [checkbox]
Empl ID
Employee Detail [checkbox]
From Date
Thru Date
Employee Type

OUTPUT FORMAT:

CSV

Screenshot of the Summary of Productive Hours Report Run Control Page

The screenshot shows the 'Summary of Prod. Hours Report' run control page. At the top, there is a header bar with the title 'Summary of Prod. Hours Report'. Below this, a green tab labeled 'Summary of Productive Hours' is selected. The main area contains a form with the following fields: 'Run Control ID' (with the value 'Summary_of_Productive_Hours'), 'Report Manager', 'Process Monitor', and a 'Run' button. Below these, there is a large white box containing the search criteria fields: '*Business Unit' (with a search icon), 'Department' (with a search icon), 'Empl ID' (with a search icon), '*From Date' (with a calendar icon), '*Thru Date' (with a calendar icon), and '*Employee Type' (with a dropdown arrow). To the right of the date fields, there are checkboxes for 'Node Only' and 'Employee Detail', and a note: 'Note: These dates are for selecting pay end dates within this date range'. At the bottom of the form, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

ADDITIONAL INFORMATION:

Business Unit, **From Date**, **Thru Date**, and **Employee Type** fields are required fields. Employee Types are **Excep Hrly**, **Hourly**, **Not Appl.**, and **Salaried**.



Screenshot of the Summary of Productive Hours Report

Commonwealth of Virginia																						
SUMMARY Run Date: 05/19/2021																						
Report ID: Run Time: 05:28 00																						
Page No. 1 of 3																						
Business Unit: 50100 VA Dept of Transportation																						
Department: 10000 All Central Office Orgs																						
Node Only N																						
Employee ID:																						
From Date: 11/1/2019																						
Thru Date: 12/31/2019																						
Employee S																						
Employee N																						
Org.	Name	ID	Rcd	Position N	Role	Type	Pay Grp	ERG	RGH	RGF	RGS	SCH	ETH	ETS	ECT	OTH	OTS	OCT	ESS	ECS	OSH	OSS
10000	All Central Office Orgs								0	0	0	510	280	0	8	0	0	28	0	0	16	0
10074	Tolling Division								0	0	0	32	0	0	0	0	0	0	0	0	0	0
10154	Powhite Parkway Extension								0	0	0	218	0	0	0	0	0	0	0	0	0	0
10155	Coleman Bridge								0	0	0	87.5	0	0	0	0	0	0	0	0	0	0
10198	I-64ExpressLanes Toll Facility								0	0	0	40	0	0	0	0	0	0	0	0	0	0
10076	Federal Programs Mgmt Division								0	0	0	48	0	0	0	0	0	0	0	0	0	0
10001	Commissioner's Office								0	0	0	31	0	0	0	0	0	0	0	0	0	0
10020	Assurance and Compliance Office								0	0	0	464.5	0	0	0	0	0	0	0	0	0	0
10004	Structure & Bridges								0	0	0	638.2	552	0	0	0	2	0	0	0	0	0
10006	Ofc Intermodal Plang & Invest								0	0	0	40	0	0	0	0	0	0	0	0	0	0
10007	Communications								0	0	0	259	208	0	0	0	0	0	0	0	0	0
10009	Business Trans & Spec Projects								0	0	0	172.5	0	0	0	0	0	0	0	0	0	0
10010	BusPerfor &StrategicPlanOffice								0	0	0	152.5	0	0	0	0	0	0	0	0	0	0
10011	Environmental								0	0	0	221	0	0	0	0	0	0	0	0	0	0



Time Entry Upload Error Report (RTA757)

REVISED: 09/15/2021

DESCRIPTION:

This report displays errors encountered during the Time Entry Data Upload file processing for users to review and correct.

NAVIGATION PATH:

Navigator > Time and Labor > Reports > Timesheet Report

INPUT / SEARCH CRITERIA:

From Date
To Date
Output to File Server (checkbox)
Business Unit
Employee Type (Salary or Hourly)
Reports to Position Number OR Empl ID OR
Department OR Project OR Cost Center
Department CF
Pay Period End Date OR
Show All Statuses OR Action Required Only
Time Reporting Code

OUTPUT FORMAT:

Excel

Screenshot of the Time Entry Upload Error Report Run Control Page

The screenshot shows the 'Time Entry Upload Error Report' Run Control page. At the top, there is a navigation bar with a '< List' button and the report title. Below the title, there is a 'Run Control ID' field set to 'Time_Entry_Upload_Error_Report', and links for 'Report Manager' and 'Process Monitor'. A 'Run' button is located on the right. The main section is divided into three parts: 'Date Range' with '*From Date' and '*To Date' fields, 'File Parameters' with an 'Output to File Server' checkbox, and 'Business Unit Selection'. The 'Business Unit Selection' section includes a 'Tree Name' field set to 'BU_TA756_INTIN', a '*How Specified' dropdown set to 'Selected Detailed Values', and a 'Tree Node Selector' area. To the right of the tree selector is a 'Select Values/Nodes' table with columns 'Business Unit' and 'Description'. The table has a search bar and navigation controls. At the bottom, there are 'Save', 'Notify', 'Add', and 'Update/Display' buttons.

ADDITIONAL INFORMATION:


Output to File Server checkbox to only be used by Batch user.

From Date and **To Date** fields are required fields.



In order to review results, user must click on **Report Manager** after running the report and refreshing to success. Next click on the **VTAR0757** link

Screenshot of the Time Entry Upload Error Report

 Report ID: RTA757		Commonwealth of Virginia TIME ENTRY UPLOAD ERROR REPORT				Run Date: 05/19/2021 Run Time: 05:41 00				
BUSINESS UNIT: 70700 - Central VA Training Center		FILE NAME: 70700_TA756_IN_08212020_1613_001.DAT				Page No. 1 of 1				
FROM DATE : 22-AUG-2020 TO DATE : 22-AUG-2020										
<u>EMPLID</u>	<u>EMP NAME</u> <u>RCD</u>	<u>BUS UNIT</u>	<u>POSITION NUMBER</u>	<u>POSITION TITLE</u>	<u>CREATE DATE</u>	<u>DATE</u>	<u>TRC</u>	<u>TL</u>	<u>LINE</u>	<u>ERROR MESSAGE</u>
	0		70700 CVTTA008	Gen Admin Manager I	08/21/2020	07/03/2019	REG	8	1	Prior Period exceeds allowed date 2019-08-10
***** END OF ERRORS FOR 70700_TA756_IN_08212020_1613_001.DAT *****										
NOTE: SUMMARY TOTALS ARE ONLY DISPLAYED WHEN THE REPORT IS RUN FOR A SUBMITTING BUSINESS UNIT										



Timesheet Report (RTA026)

REVISED: 10/20/2021

DESCRIPTION:

This report contains details of reported time including a summary of the number of hours by ChartField distribution by day and also shows productive and non-productive hours pending approval on the timesheets.

NAVIGATION PATH:

Navigator > Time and Labor > Reports > Timesheet Report

INPUT / SEARCH CRITERIA:

Business Unit
Employee Type (Salary or Hourly)
Reports to Position Number OR Empl ID OR
Department OR Project OR Cost Center
Department CF
Pay Period End Date OR
From Date
Thru Date
Show All Statuses OR Action Required Only
Time Reporting Code

OUTPUT FORMAT:

Excel

Screenshot of the Timesheet Report Run Control Page

The screenshot displays the 'Timesheet Report' run control interface. At the top, there's a header bar with the title 'Timesheet Report'. Below this, a sub-header 'Timesheet Report' is followed by navigation links: 'Run Control ID Timesheet_Report', 'Report Manager', and 'Process Monitor'. A 'Run' button is located to the right of these links. The main form area is divided into several sections: 1. '*Business Unit': A search field with a magnifying glass icon. 2. 'Employee Type': Radio buttons for 'Salaried' (selected) and 'Hourly'. 3. 'Select Pay Period End Date or From/To Date': Three search fields for 'Pay Period End Date', 'From Date', and 'Thru Date', with 'OR' labels between them. 4. 'Show All Statuses': A checkbox for 'Action Required Only'. 5. 'Employees to Process': A complex section with multiple search fields for 'Reports To Position Number', 'Empl ID', 'Department', 'Project', 'Cost Center', and 'Department CF', along with a 'Node Only' checkbox. 6. 'Time Reporting Code (Optional)': A table with a search field, a 'View All' link, and a table with columns for 'Time Reporting Code', a search field, and '+'/'-' buttons. At the bottom, there are 'Save', 'Notify', 'Add', and 'Update/Display' buttons.



ADDITIONAL INFORMATION:

Business Unit field is a required field, and select one option from the **Employees to Process** section and one option from the **Select Pay Period End Date or From/To Date** section, as required.

Screenshot of the Timesheet Report

AJ and **DL** are displayed as **Reported Time** statuses on the **Timesheet Report** in the following cases:

- **AJ (Adjusted)**: System generated offsets due to timesheet adjustments (where quantity is less than 0)
- **DL (Deleted)**: Time that was deleted from reported time

Screenshot of the Timesheet Report

Commonwealth of Virginia																			
Run Date: TIMESHEET REPORT																			
Report ID: Run Time: 12:00:00																			
Page No. 1 of 22																			
Business Unit: 50100 - VA Dept of Transportation																			
Pay Period From Date: 09-JAN-2020																			
Pay Period To Date: 24-JAN-2020																			
Department: 10000 - All Central Office Orgs																			
Salaried																			
All statuses																			
TRC :																			
Pay Period Daily Date																			
9-Jan-20	25-Dec-19	10000	All Centra	Reports To Position	Reports To Emplid	Reports To Name	Emplid	Empl Rcd	Employee Position	Employee Name	Workgroup	Schedule	Work Schedule	Rotation ID	Shift ID	Paygroup	Time Reporting	Reported	Reported TRC (Pa
9-Jan-20	25-Dec-19	10000	All Centra					0			SNRP071E2	STATE	40.00-288888Z-0 SASU		S11	Exception			
9-Jan-20	25-Dec-19	10000	All Centra					0			SNRP071E2	STATE	40.00-288888Z-0 SASU		S11	Exception			
9-Jan-20	25-Dec-19	10000	All Centra					0			SNRP071E2	STATE	40.00-288888Z-0 SASU		S11	Exception	REG	Regular Hours	
9-Jan-20	25-Dec-19	10000	All Centra					0			SNRP071E2	STATE	40.00-288888Z-0 SASU		S11	Exception			
9-Jan-20	25-Dec-19	10000	All Centra					0			SNRP071E2	STATE	40.00-288888Z-0 SASU		S11	Exception			
9-Jan-20	25-Dec-19	10000	All Centra					0			SNRP071E2	STATE	40.00-288888Z-0 SASU		S11	Exception			
9-Jan-20	26-Dec-19	10000	All Centra					0			SNRP071E2	STATE	40.00-288888Z-0 SASU		S11	Exception	REG	Regular Hours	
9-Jan-20	26-Dec-19	10000	All Centra					0			SNRP071E2	STATE	40.00-288888Z-0 SASU		S11	Exception			
9-Jan-20	26-Dec-19	10000	All Centra					0			SNRP071E2	STATE	40.00-288888Z-0 SASU		S11	Exception			
9-Jan-20	26-Dec-19	10000	All Centra					0			SNRP071E2	STATE	40.00-288888Z-0 SASU		S11	Exception			
9-Jan-20	27-Dec-19	10000	All Centra					0			SNRP071E2	STATE	40.00-288888Z-0 SASU		S11	Exception	REG	Regular Hours	
9-Jan-20	27-Dec-19	10000	All Centra					0			SNRP071E2	STATE	40.00-288888Z-0 SASU		S11	Exception			

Screenshot of the Timesheet Report (scrolled right)

orted	Reported TRC (Pa	Payable TRC	Payable TRC	Descript	Hours	Override	Last User	Proxy	Reported	Payable	Ti	Source	Excep	Account	Fund	Program	Departme	Cost Cent	Task	FIPS	Asset	Agency Us	Agency Us	PC Busine	Project ID	Activity IC	Telework	Agency Value
				COMA	Commuter Imputed I	1	0				AP			599999	04100	60400501	10001	11070010										
				HOL	Holiday	8	0				VS			599999	04100	60400501	10001	11070010										
SG	Regular Hours	RGSA	Regular Earnings - Sal		8	0			SB	VS	Online			599999	04720	603023	13004							50100	00001046	659		
				SCHX	Regular Schedule	8	0				VS			599999	04100	60400501	10001	11070010										
				SCHX	Regular Schedule	-8	0				VS			599999	04100	60400501	10001	11070010										
				COMA	Commuter Imputed I	1	0				AP			599999	04100	60400501	10001	11070010										
3	Regular Hours	RGSA	Regular Earnings - Sal		8	0			SB	VS	Online			599999	04720	603021	13014							50100	00001098	659		
				SCHX	Regular Schedule	8	0				VS			599999	04100	60400501	10001	11070010										
				SCHX	Regular Schedule	-8	0				VS			599999	04100	60400501	10001	11070010										
				COMA	Commuter Imputed I	1	0				AP			599999	04100	60400501	10001	11070010										
5	Regular Hours	RGSA	Regular Earnings - Sal		8	0			SB	VS	Online			599999	04720	603023	13010							50100	00001070	616		
				SCHX	Regular Schedule	8	0				VS			599999	04100	60400501	10001	11070010										



Timesheet Schedule Exception and Overtime Review Report (RTA024)

REVISED: 09/15/2021

DESCRIPTION:

This report lists overtime entered in the pay period. Report also compares the employee schedule to the time entered on the timesheet to identify variances.

NAVIGATION PATH:

Navigator > Time and Labor > Reports > Timesheet Exception Report

INPUT / SEARCH CRITERIA:

Business Unit (Leave Blank for All)
Pay Period End Date OR
From Date
Thru Date
Reports to Position Number
Empl ID
Department
Node Only (checkbox)
Show All Employees Variance Only (checkbox)
Employee Type (Salaried or Hourly)
Show Submitted Time Approved only (checkbox)

OUTPUT FORMAT:

PDF

Screenshot of the Timesheet Schedule Exception and Overtime Review Report Run Control Page

The screenshot displays the 'Timesheet Schedule Exception and Overtime Review' report run control page. The page has a dark blue header with a back arrow and 'Timesheet Report' on the left, and the report title on the right. Below the header, there's a green tab labeled 'Timesheet Exception Report'. The main content area is titled 'Timesheet Schedule Exception and Overtime Review'. It includes a 'Run Control ID' field with the value 'Timesheet_Exception_Report', links for 'Report Manager' and 'Process Monitor', and a 'Run' button. The 'Report Request Parameters' section contains a search field for '*Business Unit'. The 'Date Parameters' section has two options: 'Pay Period End Date' with a calendar icon, or 'From Date' and 'Thru Date' with calendar icons. A note states: 'NOTE: These dates are to select Pay End Dates within this date range.' The 'Report Parameters' section includes search fields for 'Reports To Position Number', 'Empl ID', and 'Department', along with a 'Node Only' checkbox. The 'Show All Employees' section has a 'Variance Only' checkbox. The 'Employee Type' section has radio buttons for 'Salaried' (selected) and 'Hourly'. The 'Show Submitted Time' section has an 'Approved Only' checkbox. At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.



ADDITIONAL INFORMATION:

Business Unit field is a required field and select one option from the **Report Parameters** section and one option from the **Date Parameters** section, as required..

Screenshot of the Timesheet Schedule Exception and Overtime Review Report

Commonwealth of Virginia													
TIMESHEET SCHEDULE EXCEPTION AND OVERTIME REVIEW													
Overtime Review													
Run Date: 05/12/2021													
Run Time: 01:57 00													
Page No. 1 of 30													
Business Unit: 50100													
Pay Period End Date: 03/31/2020													
Department: 912000 : Salem District Wide													
Node Only: N													
Empl Type: S													
All employees													
Submitted Time													
Date													
Reports To													
Position Name													
TTC													
TTC Description													
Hours													
Total 0.00													